To whom this may concern,

My name is Shane Harrison I am responding to the advertisement for a first aid instructor as advertised Indeed, June 2014.

I have a Certificate IV in training and assessing which I completed in 2010 , I am a qualified first aider and I am also trained in Senior first aid. I have extensive practical and theoretical knowledge of the application of first aid, in extreme circumstances. I have over 25years real life experience in administering first aid, from my professions of being a fireman for NSW Fire Brigades and a swimming pool superintend life guard.

For the past three years I have been training people in first aid through All Australian Training, in this time I have found this job very rewarding, challenging and a journey of self discovery; teaching people of all different backgrounds, ethnicities and nationalities from small classes of 6people to large classes of 30people.

I have provided you with a list of all my relevant qualifications; I am very interested in the position that is available within your company and I would greatly appreciate you considering me for this position.

I am looking forward to hearing from you soon.

Sincerely,

S. Harrison

Shane Harrison

|  |
| --- |
| ***Shane Harrison***  ***11 Osborne Avenue Ryde NSW 212***  ***Home Phone: 98097442***  ***Mobile: 0406798983*** |

***Education, Awards and Major Achievements***

|  |  |
| --- | --- |
| 2013 | Statement of attainment Apply First Aid |
| 2013 | Certificate IV In Community Recreation – SRC4026 |
| 2012 | Statement of attendance – workplace evacuation |
| 2012 | Senior fire-fighter promotional program – Level 2 incident command system |
| 2011 | Certificate of attendance - Responding to allegations against employees |
| 2011 | Certificate of competency – State cover ‘Back to Back’Manual handling Training |
| 2011 | Certificate 1 – Transport & Distribution ( Maritime operations) |
| 2011 | Statement of attainment – Apply first aid |
| 2010 | Statement of attainment - Workplace safety in construction industry |
| 2010 | Certificate IV Training and Assessment – My creative Visions |
| 2010 | Apply First Aid - Surf Life Saving |
| 2010 | Pool Life Guard Licence - Royal life Saving |
| 2010 | Identify & respond to children and young people in risk of significant harm |
| 2010 | Safe Working in Confined Spaces – Combined Training& Consulting Pty Ltd |
| 2010 | Statement of National OHS Construction Induction Training – Work Cover NSW |
| 2010 | Hole Safe Awards - Recognition of demonstrated performance - Holroyd city Council |
| 2009 | Pool Life Guard Licence - Royal life Saving |
| 2009 | Hole Safe Awards - Recognition of demonstrated performance - Holroyd city Council |
| 2008 | Safe Working in Confined Spaces – Combined Training& Consulting Pty Ltd |
| 2008 | Pool Life Guard Licence - Royal life Saving |
| 2007 | Course In Robbery Safety – Charm Workplace Violence training |
| 2007 | Mental Health Awareness – Holroyd city Council |
| 2007 | Working with Emotional Intelligence - Holroyd city Council |
| 2007 | Preventing bullying & Harassment - Holroyd city Council |
| 2007 | Senior First Aid - Medilife |
| 2006 | Statement of Attainment in Aquatic Operations & Supervision |
| 2006 | Pool Life Guard Licence - Royal life Saving |
| 2006 | Defibrillation Awareness Course – Royal Life Saving |
| 2005 | Pool Life Guard Licence Royal life Saving |
| 2005 | Safe Working in Confined Spaces – Combined Training& Consulting Pty Ltd |
| 2005 | Supervision and the Challenge of Leadership Program - Holroyd city Council |
| 2004 | Pool Life Guard Licence - Royal life Saving |
| 2004 | Senior First Aid - Medilife |
| 2004 | CHCCHILDIC Identify and respond to children and young people at risk of harm – Lady Gowrie Child care Centre Sydney |
| 2004 | Statement of Attainment in Alcohol and other drugs in the workplace – The building trades Group of Unions drug and Alcohol committee |
| 2002 | Pool Life Guard Licence - Royal life Saving |
| 2002 | Emergency Awareness Certificate - Medilife |
| 2002 | Safe Working in Confined Spaces - Combined Training& Consulting Pty Ltd |
| 2002 | Certificate of Service to Holroyd Council covering a period of 15 years as an employee |
| 2001 | Pool Life Guard Licence - Royal life Saving |
| 2001 | Senior First Aid – Medilife |
| 2000 | Pool Life Guard Licence - Royal life Saving |
| 1999 | Pool Life Guard Licence - Royal life Saving |
| 1999 | Safe Working in Confined Spaces - Combined Training& Consulting Pty Ltd |
| 1998 | Pool Life Guard Licence - Royal life Saving |
| 1998 | Safe Working in Confined Spaces in Compliance with NSW OHS Legislation |
| 1997 | Pool Life Guard Licence - Royal life Saving |
| 1994 | Recognition of involvement and support in the effort to pressure life and property during the 1994 New Year State Wide Bushfires |
| 1992 | Bronze Medallion The Royal Life saving Society |
| 1992 | Pool life Guard The Royal Life Saving Society Australia |
| 1987 | Swimming Pool Superintendents Course - Sydney Technical College |
| 1987 | Craftsman’s Certificate O135 Building Foreman and Clerk |
| 1974 | School Certificate |
| 1970- 1974 | Whitebridge High School |
| 1963-1969 | Charlestown East Primary School |

***Career Overview***

|  |  |
| --- | --- |
| 1987 - | Holroyd City Council |
| 1987- | New South Wales Fire Brigade |
| 1985 - 1987 | Western Suburbs Hospital |
| 1980 - 1985 | Contract work for different companies |
| 1975 - 1980 | Iron and Steel Works Company Newcastle |

**Training summary for Shane Harrison 66025 – New South Wales Fire Brigade**

|  |
| --- |
| **Operational Training** |
| **Programs** The information is from the Qualifications Database |
| | **Date** | **Qualification** | **Source** | | --- | --- | --- | |
|  |
| **Competencies** The information is from the Qualifications Database |
| | **Date** | **Competency** | **Source** | | --- | --- | --- | | 2010020202 Feb 2010 | BA Ref BA Refresher from 15-03-2004 | BA/HAZMAT | | 2009051616 May 2009 | PUAEME001B Provide emergency care | Work Cover First Aid | | 2009051616 May 2009 | PUAEME002C Manage injuries at emergency incident | Work Cover First Aid | | 2009051616 May 2009 | PUAEME003C Administer oxygen in an emergency situation | Work Cover First Aid | | 2008061717 Jun 2008 | 1.14 Search and Rescue | BA/HAZMAT | | 2008061717 Jun 2008 | 1.15 Breathing Apparatus (Open Circuit) | BA/HAZMAT | | 2006013131 Jan 2006 | 1.14 Search and Rescue | BA/HAZMAT | | 2006013131 Jan 2006 | 1.15 Breathing Apparatus (Open Circuit) | BA/HAZMAT | | 2004062626 Jun 2004 | 2.06 Personal Protection 2 | BA/HAZMAT | | 2004062626 Jun 2004 | 2.16 Hazardous Materials 1 | BA/HAZMAT | | 2004030606 Mar 2004 | 1.14 Search and Rescue | BA/HAZMAT | | 2004030606 Mar 2004 | 1.15 Breathing Apparatus (Open Circuit) | BA/HAZMAT | | 1998080101 Aug 1998 | 1.02 Preparation and Maintenance of Resources | HR Information System | | 1998080101 Aug 1998 | 1.06 Occupational Hazards | HR Information System | | 1998080101 Aug 1998 | 1.07 Personal Protection 1 | HR Information System | | 1998080101 Aug 1998 | 1.11 Fire Suppression 1 | HR Information System | | 1998080101 Aug 1998 | 1.12a Wildfire Behaviour 1 | HR Information System | | 1998080101 Aug 1998 | 1.19 Communications Systems | HR Information System | | 1998080101 Aug 1998 | 1.21 Workplace Communications | HR Information System | | 1998080101 Aug 1998 | 1.22 Fire Agency Awareness 1 | HR Information System | | 1998080101 Aug 1998 | 1.24 Writing Skills For Work | HR Information System | | 1991092727 Sep 1991 | 1.04 Driving Vehicles 1 | HR Information System | | 1991092727 Sep 1991 | 2.03a Drive Vehicles On Road | HR Information System | | 1991092727 Sep 1991 | 2.04 Operate Pumps | HR Information System | |