



SINGAPORE RED CROSS ACADEMY COURSE INFORMATION



Course Title	Occupational First Aid Instructor Train-The-Trainer Full Course
Course Description	This classroom-based training course will equip Trainee-Instructors with the competencies to teach the Approved Training Syllabus of the OFAC based on the MOM Technical Notes Course Reference Matrix. Upon completion of the course, Trainee-Instructors will be able to instruct competently as a First Aid Instructor, in compliance with industry standards. This course focuses on subject matter topics shared by the Instructor Trainers.
Course Objectives	By the end of the course, learners will be able: <ol style="list-style-type: none"> 1. List the roles & responsibilities of facilitators and assessors. 2. List the steps of instructions for the conduct of assessments. 3. Perform Assessment Records. 4. Perform triangular and roller bandaging based on SRCA standards. 5. List the learning outcomes and key learning points of each subject. 6. Present a first aid topic with a demonstration component.
Course Module Description	Module 1: Course Overview Module 2: Being a Qualified First Aid Instructor Module 3: Delivery of Learning Services Module 4: Conducting of First Aid Assessment Module 5: Presentation of First Aid Topics (Micro-teaching) Module 6: Conducting of Course Evaluation and Completion
Ratio	Lecture - 1 Facilitator : 16 Learners Practical - 1 Facilitator : 4 Learners (up to 4 Facilitators per class)
Language Medium	OFA Instructor Course is only available in English.
Course Duration	32 hours (4 full days) of face-to-face training and assessment Up to 70.5 hours (9) days for Practical / Practicum & Assessments Total: 102.5 hours
Course Fees	SGD \$2,500.00 per participant (exclusive of GST)



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<p>Prerequisites</p>	<p>As regulated by Workplace Safety and Health Council, Ministry Of Manpower, Facilitators and Assessors must belong to either one of the category to be termed as Qualified First Aid Instructor in the OFAC (First Aid and CPR+AED Topics):</p> <p>Category I) Red Cross Instructor Certificate or St John Lecturer Certificate and CPR+AED Instructor Certificate and ACTA/ACLP and Code of Ethics.</p> <p>Category II) Practising Nurse (Valid SNB Certificate) and BCLS+AED Instructor Certificate and ACTA/ACLP and Code of Ethics.</p> <p>Category III) Paramedic and BCLS+AED Instructor Certificate and ACTA/ACLP and Code of Ethics.</p> <p>Please refer to Appendix 3 for definition of Paramedic. [https://www.moh.gov.sg/docs/librariesprovider5/licensing-terms-and-conditions/moh-2017-standards-for-eas-20-jan-2021.pdf].</p> <p>After registration is complete, individuals can expect an email from the Red Cross Admin Managers to request for the following documents submission:</p> <p>P1. Valid (not expired) Occupational First Aid Provider Certification (MOM-accredited).</p> <p>P2. Valid (not expired) CPR+AED OR BCLS+AED Instructor Certification (SRFAC-accredited).</p> <p>P3. Full ACTA (6 CUs) certification or ACLP for mandatory full-time trainer and associate trainers.</p> <p>P4. Attended the Code of Ethics workshop approved by MOM at SISO Academy. (Workshop can be taken before/after this Instructor Course)</p> <p>P5. Must attained at least secondary two education or level 5 of ESS Workplace Literacy and Numeracy (WPLN).</p>
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<p>Assessment</p>	<p>A1. Assessment Outline:</p> <p>(i) Pre-Course Theory 60 MCQ Test (Day 1 of Course) (80% to pass, up to 3 attempts)</p> <p>(ii) Practical Assessment (Day 2, Day 3 and Day 4 of Course) (Feedback will be provided by Chief Instructor Trainers / Instructor Trainers)</p> <ul style="list-style-type: none"> - Small Group Demonstration on up to 2 Occupational First Aid Modules <p>(iii) OFA Train-The-Trainer Course 20 MCQ Theory Test (Day 4 of Course) (80% to pass, up to 3 attempts)</p> <ul style="list-style-type: none"> - Topics covered during the OFATTT Course <p>(iv) Practicum (Post-Course)</p> <p>Recommended 1 Observation: 3 days OFA Provider Course Observation (Based on LSP's policies)</p> <p>T1: OFAC Trainee-Instructor Conducting of OFAC Training Assessment 1 (minimally FAIR to progress to T2) - Day 1 and Day 2</p> <p>T2: OFAC Trainee-Instructor Conducting of OFAC Training Assessment 2 (minimally GOOD to pass overall) - Day 1 and Day 2</p> <p>E1: OFAC Trainee-Instructor Conducting of OFAC Examination Assessment 1 (minimally FAIR to progress to E2) - Day 3</p> <p>E2: OFAC Trainee-Instructor Conducting of OFAC Examination Assessment 2 (minimally GOOD to pass overall) - Day 3</p> <p>T1/E1: Observations with guided training to competently deliver first aid topics to learners preferably with little or no assistance from the designated assessor. Trainee-Instructors who are not comfortable to go for their T2/E2 can request for additional practice sessions with SRCA. (No more than 3 counts of observation sessions overall).</p> <p>T2/E2: Able to conduct training and assessment of first aid topics without assistance from the designated assessor. Trainee-Instructors have to complete all T1/T2/E1/E2 within 6 months after the end of the Instructor Course.</p> <p>A2. Learners would need to fulfil 75% course attendance in order to be eligible for the assessments.</p> <p>A3. Completes the full OFA Train-The-Trainer Course with 2 Instructor attachments (within 6 months) with Singapore Red Cross Society. Singapore Red Cross will provide all sessions (T1/T2/E1/E2) for ease of convenience.</p> <p>A4. If the participant fails any one of the two attachments, the participant is considered to have failed the attachment and needs to take a third attachment within 6 months after the end of their OFA Instructor Course. If the participant fails the third attachment, the participant is considered to have failed the course. There will be no further attachments given and the participant will</p>
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	have to retake the entire course.
Certification	<p>C1. Recognised by the Ministry of Manpower (MOM) as termed Qualified First Aid Instructor under MOM WSHC OFAC TECHNICAL NOTES. [https://www.tal.sg/wshc/-/media/TAL/Wshc/Resources/Training-Materials/PDF/OFAC_Technical_Notes.pdf]</p> <p>C2. An A4 certificate stating Statement of Attainment in the Occupational First Aid Instructor Course (Train-The-Trainer and Methods of Instruction) with non-expiry validity will be issued upon successful completion by attaining Competent. Red Cross will publish periodically and update the list of Qualified First Aid Instructors who completed the Instructor Course at the Red Cross.</p> <p>C3. The Instructor Appointment is renewable at an approved LSP once the Instructor has assumed the role as an Occupational First Aid Facilitator/Assessor role at least twice per year in any approved LSP, accredited by the Singapore Accreditation Council (SAC) approved Certification Bodies (CBs).</p> <p>C4. Please note that by taking this Instructor Course does not automatically make you a Qualified Instructor of the Singapore Red Cross. Entry is via invitation by SRCA First Aid & Life Support Consultants and/or recommendation by 6 Instructor Trainers.</p> <p>C5. The Instructor Certificate cannot be used to conduct SRFAC Standard First Aid Course from 1st August 2021. Please register for the Standard First Aid Instructor Course if you are interested.</p>
Post-Course Forms	At the end of the 4-days classroom training, trainees will be issued a Trainee-Instructor Assessment Forms to conduct two (2) sessions, each session duration is 20.5 hours or (3) days of OFAC Teaching and Practicum Assessments.
Assessment Appeal	<p>Learners may file an appeal by emailing academy@redcross.sg or contact us @ 6664 0500 within 3 days upon the release of the assessment results (theory & practical).</p> <p>The appeal will be reviewed by a panel.</p> <p>Outcome of the appeal will be informed within 15 working days.</p> <p>If the appeal is successful, a certificate of completion will be issued.</p> <p>If the appeal is unsuccessful, trainee will be recommended to do the respective course again.</p> <p>The appeal panel's decision is final. No further appeal will be entertained.</p>



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Annex A

First Aid Instructor Certificate Train-The-Trainer (OFATTT) Course Outline			
Module	Content	Strategies	Duration
Day 1 (0900 - 1800)			
Module 1: Course Overview	<ul style="list-style-type: none"> - Introduction - World Leaders in First Aid Education - Psychological First Aid in Practical First Aid - 60 MCQ (Pre-test) 	<ul style="list-style-type: none"> - Presentation - Discussion - Experimental 	2 hours
Module 2: Qualified First Aid Instructor	<ul style="list-style-type: none"> - First Aid Instructor Pathway - Quality and Standards - The 4 Stages of Competence - Facilitators' Roles & Responsibilities - Providing Constructive Feedback 	<ul style="list-style-type: none"> - Presentation - Lecture - Group Discussion - Comparison 	2 hours
Module 3: Delivery of Learning Services	<ul style="list-style-type: none"> - Adult Learners - Core Competencies - Lesson Plan: Technical Notes Specifics 	<ul style="list-style-type: none"> - Presentation - Lecture - Group Discussion 	1 hour
Module 4: Conducting of First Aid Assessment	<ul style="list-style-type: none"> - Assessment Plan: Table of Specifics - The Assessor's Code of Conduct - Conflict Resolution - Written, Practical and Oral Questioning - Perform Assessment Recording - Formative Evaluation 	<ul style="list-style-type: none"> - Presentation - Group Discussion - Demonstration - Role Play - Reflection 	3 hours
Day 2 (0900 - 1800)			
Module 5: Key Learning Points of First Aid Topics	<ul style="list-style-type: none"> - Learners will be presenting the Key Learning Points of the following common topics for a start: <ul style="list-style-type: none"> + CPR(HO)+AED + Principles of Bandaging - Learners will be drilled to provide constructive peer feedback during this session 	<ul style="list-style-type: none"> - Mini-Lecture - Presentation - Role Play - Peer Practice - Microteaching - Demonstration - Drill and Practice 	4 hours
	<ul style="list-style-type: none"> - Learners will be assigned to present Key Learning Points of one (1) first aid mini-topic and one (1) demonstration, inclusive of instructions and skills feedback of the Approved Training Syllabus of the OFAC based on the MOM Technical Notes Course Reference Matrix: <ul style="list-style-type: none"> + Principles & Practices of First Aid + Management of Medical Emergencies - Formative Evaluation 	<ul style="list-style-type: none"> - Mini-Lecture - Presentation - Role Play - Peer Practice - Microteaching - Demonstration - Drill and Practice - Reflection 	4 hours



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Day 3 (0900 - 1800)			
Module 5: Key Learning Points of First Aid Topics	<ul style="list-style-type: none"> - Learners will be assigned to present Key Learning Points of one (1) first aid mini-topic and one (1) demonstration, inclusive of instructions and skills feedback of the Approved Training Syllabus of the OFAC based on the MOM Technical Notes Course Reference Matrix: <ul style="list-style-type: none"> + Wounds, Bleeding & Shock + Fractures & Soft Tissue Injuries + Handling & Transportation of the Injured + Occupational Eye Injuries - Formative Evaluation 	<ul style="list-style-type: none"> - Mini-Lecture - Presentation - Role Play - Peer Practice - Microteaching - Demonstration - Drill and Practice - Reflection 	8 hours
Day 4 (0900 - 1800)			
Module 5: Key Learning Points of First Aid Topics	<ul style="list-style-type: none"> - Learners will be assigned to present Key Learning Points of one (1) first aid mini-topic and one (1) demonstration, inclusive of instructions and skills feedback of the Approved Training Syllabus of the OFAC based on the MOM Technical Notes Course Reference Matrix: <ul style="list-style-type: none"> + Burn Injuries + Breathing Difficulties + The Unconscious Casualty 	<ul style="list-style-type: none"> - Mini-Lecture - Presentation - Role Play - Peer Practice - Microteaching - Demonstration - Drill and Practice 	6 hours
Module 6: Conducting of Course Evaluation and Completion	<ul style="list-style-type: none"> - Assessment and Evaluation for Provider Course - Conclusion of a Provider Course - Conducting of Course Evaluation - Learners to lead the evaluation form filling and explain the importance of end of course evaluation - Each learner will be given up to 5 minutes to complete the briefing instructions - Summative Evaluation 	<ul style="list-style-type: none"> - Role Play 	1 hour
	<ul style="list-style-type: none"> - Assessment and Evaluation for Instructor Course - Conclusion of Instructor Course - Completion Criteria - Post-Course Requirements 	<ul style="list-style-type: none"> - Reflection - Follow-up action 	1 hour