

Hong Kong Red Cross Training Centre

Important Notes for First Aid Training Students

1. Students must fulfill designated training hours and/or examination criteria to be awarded with certificates. For course attendance requirements, examination and re-examination criteria, please read respective course curriculum or summary (*Appendix*).
2. Please be punctual to attend all class sessions and examinations. It will be regarded as being absent if students arrive late and leave early for more than 15 minutes during class session; students will not be allowed to take the examination if they are late for more than 10 minutes for examination.
3. Students must bring their proof of identity for verification purpose during the first lesson. They must fill in or carefully check the accuracy against their personal information with signature. Make amendment if any omission/wrong information beside the changed area(s).
4. Students should prepare and bring required documents/materials during class sessions and examinations (*Appendix*). Do not share their own pocket masks/face shields with other classmates.
5. No sit-in learning by outsiders is allowed. Each student should not bring their relatives and/or friends as their training or examination partners.
6. Students should wear casual clothing to attend lessons and examination, and should avoid wearing skirt/dress/loose collar shirt for the sake of convenience.
7. Students should thoroughly clean their hands prior to the lessons. No drinking and eating is allowed, please keep training venue clean at all times.
8. If students have upper respiratory infection symptoms or are sick, they should wear mask during lessons and examinations.
9. To avoid causing any disturbance to lessons and examinations, please vibrate/switch off all sound emitting devices, including mobile phones and pagers.
10. Students should contact examiner in charge immediately if they have any queries or encounter any difficulties during examination.
11. No photography, video and audio recording is allowed without permission by the Hong Kong Red Cross.
12. Students should use training equipment and facilities properly under the instruction of lecturers. Should there be any malicious damage found, students involved will be held liable for full compensation.
13. For adverse weather arrangement, please refer to the guidelines on "Adverse Weather Arrangement".
14. **(Individual class)** Examination results will be available for all students on online platform 10 working days after completion of courses or examinations.
(Corporate class) Examination results will be available approximately 4-5 weeks after completion of courses or examinations. Email notification will be sent to the organization/corporate representatives for group collection arrangement, or mailing to the organization/corporate by Hong Kong Red Cross with charge of postage and service fee.
15. Regarding application for re-examination and Special Request Items, please refer to "Individual Class Application Form E01", "Special Request Item Form E02", and the respective guidelines and Terms and Conditions.
16. Should there be any enquiries concerning the aforementioned guidelines, please feel free to contact us at 3971 0288 during office hours.

Appendix: Summary of Attendance Requirement, Examination, Certificate and Required Documents & Materials for Lessons / Examinations

Course Code	Course Name	Attendance Requirement (per session)	Exam Type	Certificate		Re-examination Criteria	Required Documents & Materials^ Lessons ㉠ / Examinations ㉡								
				Type	Validity										
^ ㉠ Students should bring identity proof (HKID or Passport) and receipt (for individual class) each session. ㉡ Students should bring black ballpoint pen, correction pen/fluid and labels distributed in lesson for examination.															
ACPR	Adult Cardio Pulmonary Resuscitation Certificate Course	100%	✧ Practical	<input checked="" type="checkbox"/> ACPR	3 years	● Student failed can immediately re-take the exam on-site with free of charge (one time only)	㉠㉡ Practice use face shields (to be distributed in lesson); OR pocket mask with a new filter (prepared by students)								
ACB	Adult Cardio Pulmonary Resuscitation Certificate Course (Blended Learning)	100% + Online learning*		<input checked="" type="checkbox"/> CCPR											
CCPR	Child Cardio Pulmonary Resuscitation Certificate Course	100%		<input checked="" type="checkbox"/> ICPR											
ICPR	Infant Cardio Pulmonary Resuscitation Certificate Course	100%		<input checked="" type="checkbox"/> ACPR <input checked="" type="checkbox"/> CCPR <input checked="" type="checkbox"/> ICPR											
TCPR	Integrated Cardio Pulmonary Resuscitation Certificate Course	100%	✧ Written ✧ Practical		3 years			● Written exam: student failed can apply re-exam once (within 6 months from the date of the first examination) ● Practical exam: student failed can immediately re-take the exam on-site with free of charge (one time only)	㉠㉡ Practice use face shields (to be distributed in lesson); OR pocket mask with a new filter (prepared by students)						
TCB	Integrated Cardio Pulmonary Resuscitation Certificate Course (Blended Learning)	100% + Online learning*													
AED	Automated External Defibrillation Certificate Course	100%	✧ Written ✧ Practical	<input checked="" type="checkbox"/> AED	3 years					● Student failed in 1 or 2 subject(s) can apply re-exam once (within 6 months from the date of the first examination) ● Student failed in 3 subjects or above would need to re-take whole course	㉠㉡ Practice use face shields (to be distributed in lesson); OR pocket mask with a new filter (prepared by students) ㉠㉡ SFA bandage pack (prepared by students / INFA & IFAB: to be distributed in lesson)				
AEDB	Automated External Defibrillation Certificate Course (Blended Learning)	100% + Online learning*													
AEDR	Automated External Defibrillation Certificate Refresher Course	100%	✧ Written ✧ Practical	<input checked="" type="checkbox"/> ACPR <input checked="" type="checkbox"/> AED	3 years							● SFA: refer to the SFA re-exam criteria ● AED: refer to the AED re-exam criteria	㉠㉡ SFA bandage pack (prepared by students)		
ACA	Adult Cardio Pulmonary Resuscitation & Automated External Defibrillation Certificate Course	100%													
ACAB	Adult Cardio Pulmonary Resuscitation & Automated External Defibrillation Certificate Course (Blended Learning)	100% + Online learning*													
PAD	Public Access Defibrillation Course	100%													
PADB	Public Access Defibrillation Course (Blended Learning)	100% + Online learning*	✧ Written ✧ Practical	<input checked="" type="checkbox"/> ACPR <input checked="" type="checkbox"/> CCPR <input checked="" type="checkbox"/> AED	3 years									● Student failed in 1 subject can apply re-exam once (within 6 months from the date of the first examination) ● Student failed in 2 subjects or above would need to re-take whole course	㉠㉡ SFA bandage pack (prepared by students)
ACCA	Adult & Child Cardio Pulmonary Resuscitation & Automated External Defibrillation Certificate Course	100%													
AAB	Adult & Child Cardio Pulmonary Resuscitation & Automated External Defibrillation Certificate Course (Blended Learning)	100% + Online learning*													
SFA	Standard First Aid Certificate Course	80%													
SFAB	Standard First Aid Certificate Course (Blended Learning)	100% + Online learning*	✧ Written ✧ Practical	<input checked="" type="checkbox"/> SFA	3 years	● Student failed in 1 subject can apply re-exam once (within 6 months from the date of the first examination) ● Student failed in 2 subjects or above would need to re-take whole course	㉠㉡ SFA bandage pack (prepared by students)								
SFAR	Standard First Aid Certificate Refresher Course	0%													
SFAS	Standard First Aid Certificate Refresher Course (Self Learning)	0%	✧ Written ✧ Practical	<input checked="" type="checkbox"/> SFA <input checked="" type="checkbox"/> AED	3 years			● Student failed in 1 subject can apply re-exam once (within 6 months from the date of the first examination) ● Student failed in 2 subjects or above would need to re-take whole course	㉠㉡ SFA bandage pack (prepared by students)						
INFA	Integrated First Aid Certificate (Part-time)	SFA 80% + AED 100%													
IFAB	Integrated First Aid Certificate (Part-time) (Blended Learning)	100% + Online learning*													
SAB	Standard First Aid & Automated External Defibrillation Certificate Course (Blended Learning)	100% + Online learning*													
FRA	Standard First Aid Refresher and Automated External Defibrillation Certificate Course	SFAR 0% + AED 100%	✧ Written ✧ Practical	<input checked="" type="checkbox"/> YFA	3 years					● Student failed in 1 subject can apply re-exam once (within 6 months from the date of the first examination) ● Student failed in 2 subjects or above would need to re-take whole course	㉠㉡ SFA bandage pack (prepared by students)				
YFA	Youth First Aid Certificate Course	75%													
TTFA	Certificate of Competency in First Aid for Tourist Guides and Tour Escorts Course	100%	✧ Practical Assessment ✧ Practical	<input checked="" type="checkbox"/> TTFA <input checked="" type="checkbox"/> ACPR	3 years							● Student failed can immediately re-take the exam on-site with free of charge (one time only)	㉠ EFA bandage pack (to be distributed in lesson) ㉠㉡ Practice use face shields (to be distributed in lesson); OR pocket mask with a new filter (prepared by students)		
TFAB	Certificate of Competency in First Aid for Tourist Guides and Tour Escorts Course (Blended Learning)	100% + Online learning*													
EFA	Elementary First Aid Course	100%	---	Attendance Certificate	---									---	㉠ EFA bandage pack (prepared by students)
CEFA	Elementary Child First Aid Course	100%	---	Attendance Certificate	---									---	㉠ EFA bandage pack (prepared by students)
CPFA	Child-Parent First Aid Pioneer Workshop	100%	---	Attendance Certificate	---									---	㉠ EFA bandage pack (to be distributed in lesson)
DHFA	Domestic Helper First Aid Course	100%	✧ Practical Assessment	Attendance Certificate	---									---	㉠ EFA bandage pack (to be distributed in lesson)
FAT	First Aid Talk	100%	---	Attendance Certificate#	---	---	---								
FAWH	First Aid Workshop for Hikers	100%	---	Attendance Certificate#	---	---	㉠ Hiking first aid kit (to be distributed in lesson)								
FAWR	First Aid Workshop for Road Safety	100%	---	Attendance Certificate	---	---	㉠ Road safety first aid kit (to be distributed in lesson)								

* Complete all the online curriculum of blended learning courses before examinations

[#] Application fee for attendance certificate is HK\$50 per each