

Hong Kong Red Cross

Important Notes for Psychological First Aid 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. Students are required to sign-in in each session. Only students who have 100% attendance are eligible to attend the examination. It will be regarded as being absent if students arrive late and leave early for more than 15 minutes in each class session.
3. Please be punctual to attend the examination. Students will not be allowed to take the examination if they are late for examination.
4. 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).
5. Students should prepare and bring required documents/materials during class sessions and examinations (*Appendix*).
6. Students should not bring their relatives and/or friends to the class or examination.
7. Students should wear casual clothing to attend lessons and examination, and should avoid wearing skirt/dress/loose collar shirt for the sake of convenience.
8. Students should thoroughly clean their hands prior to the lessons. No drinking and eating are allowed, please keep training venue clean at all times.
9. If students have upper respiratory infection symptoms or are sick, they should wear mask during lessons and examinations.
10. To avoid causing any disturbance to lessons and examinations, please vibrate/switch off all sound emitting devices, including mobile phones and pagers.
11. Students should contact examiner in charge immediately if they have any queries or encounter any difficulties during examination.
12. No photography, video and audio recording are allowed without permission by the Hong Kong Red Cross.
13. 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.
14. For adverse weather arrangement, please refer to the guidelines on “Adverse Weather Arrangement”.
15. Examination results will be available for all students on online platform 14 working days after completion of courses or examinations.
16. Should there be any enquiries concerning the aforementioned guidelines, please feel free to contact us at 2514 2255 during office hours.

Update: Apr 2023

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
SPFA	Standard Psychological First Aid Certificate Course – Public Class	100%	<ul style="list-style-type: none"> ● Online Written Examination ● Role Play Examination 	<p>Candidate should fulfill the following criteria in order to get the Standard Psychological First Aid Certificate. The certificate is valid for three years.</p> <ul style="list-style-type: none"> ● 100% attendance rate (counted by sessions; tardiness or leaving early for more than 15 minutes in any session will be considered as absence) ● Pass in both Paper 1 Online Written Examination and Paper 2 Role Play Examination 	<ul style="list-style-type: none"> ● Candidates who fail the Paper 1 Online Written Examination or Paper 2 Role Play Examination can apply for one Paper 1 Online Written Re-Exam of Standard Psychological First Aid Certificate Course (REPW) or Paper 2 Role Play Re-Exam of Standard Psychological First Aid Certificate Course (REPR), and must complete it within three months from the first examination date. The fee of Paper 1 Online Written Re-examination is HK\$100. The fee of Paper 2 Role Play Re-examination is HK\$ 300. ● Candidates who fail both Paper 1 Online Written Examination and Paper 2 Role Play Examination must retake the whole course. (Full course fee will be charged). 	Students should bring identity proof (HKID or Passport) and receipt in each session.