

# OFA and SFA Administrative Guide

Updated on 3 Dec 2019



National University of Singapore

# Administration Procedures for Occupational First Aid (OFA) & Standard First Aid (SFA) Courses (These courses are for Nominated First Aiders Only)

Refer to OFA/SFA course schedule published in OHR Learning Directory



Nominated first aiders (i.e. staff) to apply for scheduled course dates via Staff Portal eServices:

***In-House Training → Staff → 2FA VIP Access → Browse Catalog → Safety & End-user Training Courses → Safety and Health → Select and book the course***



Course booking is routed to Training Approver for approval



Staff receives notification of course approval / rejection



Staff receives email confirmation with course details once the course run is confirmed / finalized



Staff attends the course & complete post course evaluation

## Registration for OFA / SFA Refresher Course

- SFA with AED & SFA Refresher with AED will be offered
- Participants should possess a valid (i.e. non-expired) OFA or SFA certificate
- The valid certificate must be submitted for verification
- The Refresher course must be completed before the expiry date of the certificate

# Important Information

- ▶ The number of first aiders allotted to the departments are in accordance with NUS's guidelines.
- ▶ Course fees for the allotted number of nominated first aiders will be funded by OHR.
- ▶ Additional first aiders nominated by departments can also apply for the OFA/SFA course via eServices → In-house Training. The course fees will be borne by the respective departments.
- ▶ Department / nominated first aiders are to monitor the validity of the OFA/SFA certificate and ensure that they attend the refresher before the expiry. Advance enrolment is encouraged.
- ▶ Department may register their staff directly with any accredited training provider if they are unable to release staff for the OHR's scheduled courses.
  - ▶ For nominated first aiders funded by OHR, please request the vendor to direct the invoice to:  
Talent Management Section  
Office of Human Resources  
National University of Singapore  
University Hall, Tan Chin Tuan Wing, UTH-04-01  
21 Lower Kent Ridge Road  
Singapore 119077
  - ▶ For additional first aiders funded by department, invoice can be attention to the department directly. For application of SSG grant, please provide details (i.e. staff name, course title, dates, training centre, course fees) to OHR Learning & Development at [ohrbox38@nus.edu.sg](mailto:ohrbox38@nus.edu.sg).

# Accredited First Aid Service Providers

- ▶ Departments may consider the below providers or any other accredited first aid providers listed in [MOM's website](#). (OFA courses are listed and accredited providers can offer SFA courses)

## **NTUC Learning Hub Pte Ltd**

Tel: +65 6471 2223

Website: <http://www.ntuclearninghub.com>

E-mail: [enquiries@ntuclearninghub.com](mailto:enquiries@ntuclearninghub.com)

## **Singapore Red Cross Academy**

Tel: +65 6336 0269

Website: <https://www.redcross.sg/learn/firstaid.html>

Email: [academy@redcross.sg](mailto:academy@redcross.sg)

## **St John Ambulance Singapore Headquarters @ Beach Road**

Tel: +65 6298 0300

Email: [firstaid@stjohn.org.sg](mailto:firstaid@stjohn.org.sg)

or

## **Jurong East Centre**

Tel: +65 6566 1903/1909

Email: [adminjc@stjohn.org.sg](mailto:adminjc@stjohn.org.sg)

Website: <https://www.stjohn.org.sg/learn/courses/>

## **Singapore First Aid Training Centre Pte Ltd**

Tel: +65 6297 8123

Email: [sfatc@firstaidtraining.com.sg](mailto:sfatc@firstaidtraining.com.sg)