



## RESTRICTED

6<sup>th</sup> October 2022

Dear Training Centres,

### Updates for all Accredited Training Centres (TCs)

#### Removal of Cap/Limit of Learners in a Class (New)

1. From **1 January 2023**, Training Centres (TCs) will **no longer need to maintain a cap/limit of learners per class for ALL courses**. TCs and the respective course's Instructors and Chief Instructors are **expected to comply with the Instructor-to-Learners ratio** for practical hands-on and assessment to ensure that learners have sufficient hands-on and guidance from the assigned instructors. However, a cap/limit on the number of learners per class will still be required based on the following factors:
  - a. Physical space constraints
  - b. Cap/limits of learners in a class as imposed by other licensing/regulatory/funding agencies and/or the respective venue/institution management
2. SRFAC will conduct random observation checks to ensure compliance to the Instructor-Learners ratio for practical hands-on and assessment.

#### Standard and Child First Aid (SFA - CFA) Course Matters (Update)

3. From **1 January 2023**, the following will be implemented with **no changes to the course duration** for Child and Standard First Aid courses (refer to the existing Syllabus Outlines for the course duration).

From 1 January 2023 (To be implemented with the removal of class size limit – see item 1)	
<p><u>Ratio of</u> <u>1 Instructor : up to 8 practising Learners</u></p> <p><b>Practical Hands-on (manikin not required):</b></p> <ol style="list-style-type: none"><li>a. Bandaging</li><li>b. Tourniquet</li><li>c. Epipen</li><li>d. Conscious Choking</li></ol>	<p><u>Ratio of</u> <u>1 Instructor : at least 1 Manikin : up to 4 Learners</u></p> <p><b>Practical Hands-on (manikin required):</b></p> <ol style="list-style-type: none"><li>a. Unconscious Choking</li><li>b. CPR with AED<ol style="list-style-type: none"><li>i. CPR (Hands-Only) for Standard First Aid course</li></ol></li></ol>



## RESTRICTED

e. MDI with spacer f. Recovery Position g. Transportation of Casualty	ii. CPR (Mouth-To-Mouth)* for Child First Aid course  <i>*The designated mode of CPR is the Mouth-To-Mouth version. CPR with Bag-Valve-Mask is for stand-alone BCLS+AED courses catered for Healthcare Providers.</i>
All practical assessments for the Child and Standard First Aid Courses: <ul style="list-style-type: none"><li>➤ 1 Instructor (assessor) to 1 pair of learners at any one time.</li><li>➤ Recovery Position and Transportation of Casualty are not assessed.</li><li>➤ Assessment of the one-rescuer CPR (Hands-Only for SFA and MTM version for CFA) must be conducted on a manikin conforming to the specific requirements stipulated by SRFAC (<a href="https://srfac.sg/wp-content/uploads/2020/04/SRFAC-BCLSAED-and-CPRAED-Manikin-Specification.pdf">https://srfac.sg/wp-content/uploads/2020/04/SRFAC-BCLSAED-and-CPRAED-Manikin-Specification.pdf</a>).</li></ul>	

### Combined Accreditation Audits in a Single Sitting (CFA and SFA Provider Course) (New)

4. SRFAC will allow CFA or SFA courses; and their relevant pre-requisite course (SFA and BCLS+AED for CFA; CPR"Hands-Only"+AED for SFA) to be audited in a single sitting (for renewal audits only).
  - a. **CFA and SFA and BCLS+AED** (3 courses' accreditation audit combined in a single sitting):
    - i. Combined audit to be conducted within the full CFA course (over 2.5 days according to CFA Syllabus Outline).
    - ii. **Upon successful combined audit of all 3 courses**, the accreditation validity of 2 years will be **dated/back-dated from the original expiry date** of the respective courses. Audit fee of the 3 courses will be payable for the combined audit upon confirmation of auditors for the submitted dates.
    - iii. **Failure of 1 or 2 courses during the combined audit** will require subsequent re-audit of the affected course(s) to be conducted on a separate session. Audit fee of the course(s) will be payable for the follow-up re-audit upon confirmation of auditors for the submitted dates.
  - b. **SFA and CPR(Hands-Only)+AED** (2 courses' accreditation audit combined in a single sitting):
    - i. Combined audit will be conducted within the full SFA Provider course (over 2 days according to SFA Syllabus Outline).
    - ii. **Upon successful combined audit of all 2 courses**, the accreditation validity of 2 years will be **dated/back-dated from the original expiry date** of the respective courses. Audit fee of the 2 courses will be payable for the combined audit upon confirmation of auditors for the submitted dates.



## RESTRICTED

- iii. **Failure of 1 of the courses during the combined audit** will require subsequent re-audit of the affected course to be conducted on a separate session. Audit fee of the course will be payable for the follow-up re-audit upon confirmation of auditors for the submitted dates.

### **Increase in Goods and Services Tax (GST) from 1 January 2023 (New)**

5. In line with the government's plan to increase the Goods and Services Tax (GST), SRFAC will be implementing the increase in GST for course accreditation audit fees to **8% from 1 January 2023 (\$500 + \$40 = \$540)** and, subsequently, to **9% from 1 January 2024 (\$500 + \$45 = \$545)**. However, the before-mentioned will not affect Institutions/Training Centres under SingHealth due to Group GST Registration.

### **Audit Admin Matters (Reminder)**

6. Kindly email SRFAC ([noor.azlin.jumaat@upec.sg](mailto:noor.azlin.jumaat@upec.sg), cc [loke.jun.hao@upec.sg](mailto:loke.jun.hao@upec.sg)) and indicate the audit course start and end dates (for courses taking up more than 1 day) and also to inform us that the uploaded audit documents has been submitted. When notified of a match of auditors to the submitted dates, do email us the proof of funds transfer for the payment of accreditation audit fees.

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