



香港聖約翰救護機構

Hong Kong St. John Ambulance

香港麥當勞道二號 聖約翰大廈 St. John Tower, 2 MacDonnell Road, Hong Kong

24 小時緊急救護車熱線:

24-hour Emergency Ambulance Services:

電話/Tel: 1878000

理事會 (Council)

救傷會 (Association)

救傷隊 (Brigade)

少青團 (Youth)

☐ 電話/Tel: 2530 8006 – 8008

☐ 電話/Tel: 2530 8020 – 8024

☑ 電話/Tel: 2530 8032 – 8034

☐ 電話/Tel: 2530 8057 – 8059

傳真/Fax :2515 0205

傳真/Fax :2976 0457

傳真/Fax :2530 2727

傳真/Fax :2530 4867

MEMORANDUM

To : All ACs, OIC(NT) and OIC(Y/H&K)

From : AC(T)

File Ref. : BTS/OTC2021/01A Date : Tuesday, September 14, 2021

Subject : Officer Training Course (OTC) (Modules Basis) and
Officer Training Course (Intensive) (OTC(I)) (Modules Basis)
Modules 1 to 3 (Second Round)

The captioned training course (Second Round) will be conducted by the Brigade Training School (BTS) in modules from October to December 2021. Details are as follows:-

	<u>Module(s)</u>	<u>Date(s)</u> <u>(Every Wednesday)</u>	<u>Time</u>	<u>Venue</u>	<u>No. of</u> <u>places</u>
1	Brigade Regulations and Administration	10, 17 & 24 Nov 2021 (3 Sessions)	1900 – 2200 hrs	St. John Tower	30
2	Leadership, Operations and Multiple Casualty Incidents (MCI)	8, 15 & 22 Dec 2021 (3 Sessions)			30
3	Instructional Techniques	13, 20 & 27 Oct 2021 (3 Sessions)			30

2. Eligible applicants can apply for one or more of the modules through proper channel. Upon satisfactory completion of a module, the candidate will be issued a qualification valid for **THREE** years. The candidate is further required to complete Module 5 - Practicum, while holding valid qualifications of Modules 1 to 4 (acquired in any order) before seeking promotion. Module 5 (the Practicum) requires the candidate to complete tasks on event/project management for a period of not less than **THREE** months to the satisfaction of the respective AC. The Practicum should be coordinated and supervised by an Officer at the rank of Assistant Superintendent or above.

3. Prerequisites on applicants for the OTC:-

- Completed secondary education (HKDSE/HKCEE or equivalent) or above;
- Attained Efficient Service in the 2 preceding years;
- Highly recommended by the OIC of his/her serving unit;
- Proficiency in First-aid and Footdrill commands;
- Good command of written and spoken English and Chinese.

P.T.O./...



4. ACs can nominate appropriate personnel under their Command/Office with order of priority for BTS selection.
5. Application forms should be duly completed by the parties concerned and submitted by respective AC to BTS via email info-bts@stjohn.org.hk **on or before Friday, September 24, 2021 at 1700 hrs.** Contents of application form should be **TYPED** and **E-Signature is allowed. Late submission will not be considered.**
6. An applicant can submit only **ONE** application form in this round of application.
7. Candidates are required to wear St. John T-shirt in the course generally. They have to wear No. 2 Dress (General Order) for sessions specified by the Course Coordinator in further notice.
8. Each candidate must have an attendance **at least 80%** in every session of each module, or else the candidate will be deemed to have NOT completed the module concerned and the candidate cannot take part in any assessments to be held. In order to complete a module, the candidate need to submit all assignments and take assessments to the satisfaction of the Course Coordinator in the designated period.
9. Candidates are NOT allowed to attend any sessions during his/her on leave period.
10. If you have any question, please feel free to contact Supt(TSS/Adm/T) LI Man Fai, James via email info-bts@stjohn.org.hk.



(Dr. CHOI Yim Ping)
OIC(T)

Encl.

Application Form for OTC 2021 and OTC(I) 2021 – Second Round

cc Commissioner
DC
All SACs
CSupt(Adm/T)
All Senior Officers of BTS
Course Director – Supt(ProT/BTS/T)
Supt(TSS/Adm/T) – Please upload this memo to BTS Website
OIC(Training) of H / K / NT Command
ES
YO
ABSO