

To : Ms. Ling Ma
University Safety Office (Fax: 2603 6862)

Application Form for First-Aid Class (2021)

Date: Class A : 15/6, 22/6, 29/6 & 6/7 (Tuesday) 9am – 5:30pm
Class B : 16/6, 23/6, 30/6 & 7/7 (Wednesday) 9am – 5:30pm

Examination: Class A : 13/7/2021 (Tuesday) 9am – 12nn
Class B : 14/7/2021 (Wednesday) 9am – 12nn

Venue : Function Room, LG/F, University Health Centre

Class : _____

Department / Unit : _____

Name in English (Block Letters, as on HKID) : _____

Name in Chinese (As on HKID) : _____

Gender : _____

HKID No : _____

Staff No : _____

Tel No : _____

Email address : _____

Nominated by Department Head : _____

Date : _____

Note: The successful applicant must inform Ms. Ling Ma (3943 7958) or Ms. Amelia Lam (3943 0378) at least 5 working days before the commencement of the first aid course if he/she is unable to participate. Otherwise the cheque of deposit will be cashed. Those who cannot fulfill an 80% attendance or do not show up in the examination will also forfeit the deposit.

**The Chinese University of Hong Kong
University Health Service**

From : Tiffany Chan, UHS To : Head of Departments / Units
Tel No : 3943-6436
Fax No : 3942-0916
Date : 16 April 2021

Refresher First Aid Course and Examination (2021)

The University Health Service (UHS) in conjunction with the University Safety Office (USO) have been organizing first-aid classes for staff for years. The successful participants have been awarded with a First Aid Certificate which is valid for 3 years as a qualified first-aider. The UHS is organizing a refresher course in June this year for those first-aiders whose certificate will be or have been expired less than 6 months recently. If you have staff who meet the above criterion, please advise them to attend the refresher course. This course is jointly organized with the Hong Kong Red Cross. Participants holding the first-aid certificate issued by either the Hong Kong St. John Ambulance or the Hong Kong Red Cross can join this course.

The tuition time including examination is 1.5 days. The details are:

Date : Course A: 18/6/2021 (Friday)
Course B: 2/7/2021 (Friday)
Course C: 8/7/2021 (Thursday)

Time : 9am to 5:45pm

Examination : Course A: 25/6/2021 (Friday) 9am – 12nn
Course B: 9/7/2021 (Friday) 9am – 12nn
Course C: 15/7/2021 (Thursday) 9am – 12nn

The course will be held at LG/F, Function Room of the University Health Centre. The language of instruction is Cantonese. There will be no charges for participants (including course fee, books and course materials). However, the re-examination fee will not be included if participants failed in first-aid examination.

As the places are limited and the costs will not be refunded by the course provider, a deposit of \$200 per applicant (by cheque payable to “The Chinese University of Hong Kong”) need to be presented when the application is confirmed successful. The cheque will be cashed if any one of the following situations happens without any prior notice:

1. Successfully enrolled candidates fail to show up in the first lesson without notification at least 5 working days in advance.
2. Candidates absent from the examination.

Would department heads or safety coordinators endorse the attached application form which should be sent to Ms Ling Ma, USO before 30 Apr 2021 by internal mail or by fax (Fax no.: 2603 6862). A notification slip with the instruction on payment of deposit will be sent to successful applicants before the course.

Please contact Ms Ling Ma at 3943 7958 for application or Ms Amelia Lam at 3943 0378 for course information. Thank you for the arrangement.

Tiffany Chan
Nursing Officer
University Health Service

cc Ralph Lee, University Safety Office
ST Yip, University Safety Office

To : Ms. Ling Ma
University Safety Office (Fax: 2603 6862)

Application Form for Refresher First-Aid Class (2021)

Date: Course A: 18/6/2021 (Friday) 9am – 5:45pm
Course B: 2/7/2021 (Friday) 9am – 5:45pm
Course C: 8/7/2021 (Thursday) 9am – 5:45pm
Examination: Course A: 25/6/2021 (Friday) 9am – 12nn
Course B: 9/7/2021 (Friday) 9am – 12nn
Course C: 15/7/2021 (Thursday) 9am – 12nn

Venue : Function Room, LG/F, University Health Centre

Class : _____

Department / Unit : _____

Name in English (Block Letters, as on HKID) : _____

Name in Chinese (As on HKID) : _____

First Aid Certificate Number : _____
(Issued by: _____)

Date of Issuance : _____

Gender : _____

HKID No : _____

Staff No : _____

Tel No : _____

Email address : _____

Nominated by Department Head : _____

Date : _____

****Please submit a copy of your last First-Aid Certificate with your application form.****

Note: The successful applicant must inform Ms. Ling Ma (3943 7958) or Ms. Amelia Lam (3943 0378) at least 5 working days before the commencement of the first aid course if he/she is unable to participate. The deposit will be cashed if applicants fail to show up for the first aid course without notification or absent from the examination.