

8 Aug 2015

## **VOLUNTEER INSTRUCTORS' PROGRAMME 18/17**

The Red Cross Youth will be organizing the Volunteer Instructors' Programme (VIP) from 19 November 2016 to 14 January 2017. Schools are encouraged to recommend graduating Secondary 4/5 Cadets to attend this Programme.

Upon completion of the Programme, the trained Volunteer Instructor (VI) can be deployed to School Units to assist Youth Officers with the running of the Unit. Priority will be given to the VI's alma-mater. Volunteer Instructors will also be given opportunities to volunteer in HQ activities organized by the Red Cross Youth and the Singapore Red Cross Society.

The Programme will be held in 4 Phases over the 3 months with a break during the festive season. The Programme integrates both theoretical and practical approaches, giving Trainees exposure, up-to-date knowledge and leadership skills to fulfill his / her role as a Volunteer Instructor.

The highlights of the Programme include the following:

**Phase 1:** A 2D1N residential camp from 19 - 20 November 2016 and a 4D3N residential camp from 3 - 6 December 2016

**Phase 2:** Red Cross Youth Challenge (RCYC) Residential Camp from 15 - 18 December 2016

**Phase 3:** Ignite UGnite and Passing-Out Ceremony on 14 January 2017

**Phase 4:** Basic First Aid Training-of-Trainers from 7 - 8 January 2017 and Subject Training on 21 – 22 January 2017

The detailed schedule and more information can be found in the Programme Prospectus attached.

This year, a website has been specially created for the incoming batch of VIs. Cadets who are interested in joining us for VIP 18/17 can access the website at <http://vip.rcyouth.com> to find out more about what we do as VIs, how we go about doing what we do and why we are so passionate about serving as VIs. They will also be able to catch a glimpse of our VIP 18/17 Publicity Materials and other information regarding this year's programme.

Kindly encourage and recommend your graduating Cadets to sign up by completing the VIP Batch 18/17 Application Form via <https://goo.gl/forms/oM9mjRQr8vUI0RxW2> latest by **18 November 2016**.

If you have any further queries, please email me at [khairani.rahman@redcross.sg](mailto:khairani.rahman@redcross.sg) or contact me at 6664 0571.

We look forward to seeing your cadets join the VI Family as we continue impacting Cadets' lives.

The details are listed below:

Thank you.

Best Regards,  
Khairani A Rahman  
Administrative Assistant  
Red Cross Youth  
Singapore Red Cross Society



## **Singapore Red Cross Society Red Cross Youth**

### **Volunteer Instructors' Programme 18/17 Training Prospectus**

#### **Introduction**

The Red Cross Youth will be organizing the 18<sup>th</sup> Volunteer Instructors' Programme (VIP) from 19 November 2016 to 14 January 2017. The Programme will be held in 4 Phases over the 3 months with a break during the festive season.

Trainees will be exposed to challenging conditions throughout the Programme where we aim to bring their leadership standards to a higher level. The Programme integrates both theoretical and practical approaches, giving Trainees exposure, up-to-date knowledge and leadership skills to fulfill his / her role as a Volunteer Instructor.

Trainees will also be able to go for the Red Cross Youth Challenge Residential Camp as a Mentor, which gives them first-hand experience of the responsibilities of a VI. To ensure that Trainees are well equipped with the skills and knowledge of the RCY syllabus to teach the Cadets, Subject Training will also be a part of the Programme.

Through the Programme's exercises and workshops, we aim to arm Trainees with the necessary skills and knowledge to discharge their responsibilities as a VI both in School Units and in Headquarters.

#### **Objectives**

The Objectives of the Volunteer Instructors' Programme include:-

- A. To equip Trainees with the necessary skills, knowledge and attitude required of a VI that will help them
  - a. Mentor and teach Cadets,
  - b. Work efficiently with fellow VIs in HQ events, and
  - c. Assist their Teachers in achieving the unit's Excellent Unit Award.
- B. To instill professionalism, responsibility and respect in the Trainees
- C. To allow Trainees to understand their roles in SRC and RCY as well as contribute effectively as a member in these communities.

## Programme Schedule

The Volunteer Instructors' Programme will be held in 4 Phases over 3 months with a break during the festive season.

Phase	Date & Time	Activity	Venue
1	19 November 2016 Saturday, 0800 hr To 20 November 2016 Sunday, 1830 hr	2D1N Residential Training Camp	Red Cross Training Campsite
	3 December 2016 Saturday, 0800 hr To 6 December 2016 Tuesday, 1830 hr	4D3N Residential Training Camp	MOE Dairy Farm Campsite & Red Cross Training Campsite
2	15 December 2016 Thursday, 0800 hr To 18 December 2016 Sunday, 1830 hr	4D3N Red Cross Youth Challenge Residential Camp	MOE Dairy Farm Campsite
3	7 January 2017 Saturday, 0830 hr To 8 January 2017 Sunday, 1830 hr	Basic First Aid Training-of -Trainers	Red Cross Training Campsite
4	14 January 2017 Saturday, 0800 hr to 2200 hr	Ignite UGnite & Passing Out Ceremony	To be confirmed
5	21 January 2017 Saturday, 0800 hr To 22 January 2017 Sunday, 1830 hr	Subject Training  **Optional but highly recommended as syllabus have changed**  YABP Bronze, Silver & Gold RCK Bronze, Silver DM Bronze, Silver FA Silver Service Learning Bronze, Silver & Gold	Red Cross Training Campsite

## Programme Outline

Through the Programme, Trainees will acquire the knowledge and skills from the following 4 major components under the guidance of our experienced and trained mentors:

### **A. Overview of Red Cross Youth**

- a. Big picture of the roles of Singapore Red Cross and Red Cross Youth
- b. Overview of MOE's Direction for Uniformed Groups
- c. How MOE and SRC guide RCY's directions

### **B. Unit Management**

- a. Components of the Excellent Unit Award
- b. Communication with Youth Officers / Teachers-in-Charge
- c. Goal setting for the unit – SMART goals  
Roles and responsibilities of Sec 1s, 2s, NCOs and Teachers in relation to the role of a VI

### **C. Mentoring**

- a. Conflict management
- b. Leadership theories and application – The Leadership Challenge Model, Types of Leadership
- c. Facilitation techniques - For effective and engaging discussions and debriefs

### **D. Methods of Instruction**

- a. Classroom management
- b. Presentation skills
- c. Subject knowledge and skills – Subject proficiency and use of Trainer Guide to teach Disaster Management, First Aid, Red Cross Knowledge, Service Learning and Youth Ambassador Blood Programme

### **E. Operations Planning, Management and Execution**

- a. Roles and responsibilities of the various roles in an event – Administration, Logistics, F&B, Marshal, Usher, etc
- b. Importance of the ORBAT chart
- c. Resource allocation
- d. Problem Solving Cycle
- e. Planning and Execution for events

## **Pre-requisites for Admission into the Programme**

Trainees must meet the following pre-requisites to be admitted into the Programme:

### **A. Trainees must be medically fit.**

A.1 Trainees are required to declare all existing medical conditions. Trainees with certain medical conditions may be asked to provide a doctor's memorandum certifying the Trainee fit for physical activity.

### **B. Trainees must be able to attend all components of 4 Phases.**

B.1 Trainees are recommended to make arrangements for travel plans and other commitments, if any, to coincide with the break in between the phases to avoid interruption to their training.

### **C. Trainees should possess a positive attitude towards learning and basic respect to the Trainers and each other.**

### **D. Trainees must have completed Secondary School education.**

D.1 Trainees who decide to repeat Secondary 4/5 or continue with Secondary 5 education after the end of Phase 2 of the Programme will be asked to continue Phase 3 only after the full completion of his/her Secondary School education.

## **Passing Criteria**

Trainees will be assessed and are required to fulfill the following requirements before they can pass out as Volunteer Instructors:-

### **A. Programme Attendance**

A.1 Attain at least 80% attendance in each Phase of the Programme.

### **B. Standard First Aid Certification by First Aid Council**

B.1 Possess a Standard First Aid Certification or have registered to attend a Standard First Aid Course **by First Aid Council**.

### **C. Subject Knowledge and Skills**

C.1 Attend the Train-the-Trainers Workshops for the following Subjects:

1) Basic First Aid

### **D. Programme Performance Assessment**

D.1 Free from any attitude and disciplinary issues.

D.2 Possess a positive attitude and an open mind towards learning.

D.3 Display initiative and act with dedication.