

**Hong Kong St. John Ambulance Brigade**  
**Brigade Training School (BTS)**  
**Officer Training Course (OTC)**  
**Guidelines of Module 5 (The Practicum): Event & Project Management**

**A. Objectives**

In OTC Module 5, Candidate shall complete the practicum under the supervision and guidance from the Assessor after attaining passes in OTC Modules 1 to 4. It provides an opportunity for him/her to accomplish tasks on event or project management for a period of **NOT less than 3 months** to the satisfaction of the Assistant Commissioner (AC) of the Command being served by the Candidate. He/She can complete the practicum any time after being qualified to do so.

In the practicum, the Candidate is expected to

- gain hands-on experience in an organising committee or working party for the major events or special projects of the Brigade;
- liaise and work effectively towards goals with personnel from different units of the Brigade; and
- develop self-reflection skills as a tool for lifelong learning.

**B. Implementation**

1. An event or project from the Brigade level to the Divisional level with appropriate scope of tasks can be used for a practicum. The following **examples** are considered as appropriate practicum arrangements:

- Serving in a working party for specific tasks for an Annual Parade of the Brigade;
- Serving in an organising committee for an anniversary celebration of a division; or
- For a candidate from a division, attaching (as an extra commitment) to a Section in the Administrative Region to get familiar with certain procedures within the Command.

In contrast, the Candidate carrying out routine duties in his/her serving unit should **NOT** be counted for the purpose of the practicum.

2. It is advisable for the Command to appoint an existing unit or certain officers for coordination of practicums and appointment of Assessors. Candidates can also initiate practicum arrangements by themselves.
3. Command Representative (Com Rep) can be delegated by the AC to endorse Assessors and the practicum proposals, and to approve completion of the practicums.
4. Candidate must continue regular meetings and duties of his/her serving unit while engaging in practicum.
5. Duration of the practicum shall be **NOT less than 3 months**. The duration starts from the date certified by the Assessor and not earlier than the date of attaining passes in OTC Modules 1 to 4.
6. Time of the practicum by the Candidate shall be **NOT less than 15 hours**. It can be counted as “Duty Hours” / “Meeting and Training Hours” according to the nature **ONLY** after the Candidate has achieved his/her annual efficiency service requirement.

7. The practicum usually starts with a meeting with the Assessor in setting the scope of tasks and finishes with an evaluation meeting to review the experiences gained or good practices recognised in the process and to identifies areas for improvement.
8. The practicum will be voided automatically after 6 months if the Candidate cannot meet the requirements agreed with the Assessor. In such case, the Candidate can start over the Module 5 again without prejudice.

### **C. Role and Responsibilities of the Candidates**

1. Candidate shall be an active participant in the event or project as a team member. It will be a valuable experience for the Candidate to take up a responsible position that is slightly challenging to his/her present rank.
2. Candidate shall prepare documents formulating the scope of tasks according to the event or project available. The proposal should then be discussed with the Assessor for the expected work and experiences to gain.
3. **Part A and B of the Practicum Log** shall be submitted to the AC or Com Rep for endorsement at the beginning of the practicum. The date of endorsing the proposal need not be ahead of the commencement date of the practicum provided that the proposal is accepted by the AC or Com Rep.
4. Candidate shall complete **Part C and D of the Practicum Log** with a brief record of work achieved in meetings, preparation or activities and self-reflection.
5. The Practicum Log should avoid including details of discussion or resolutions in meetings, action plans or named personnel of the Brigade in order to prevent any confidential or sensitive materials from being disclosed without authorization.
6. If the Candidate has taken leave from the Brigade during the practicum, the leave period cannot be counted and the 3 months minimum duration will be extended accordingly.
7. Upon completion of the practicum and certified **Part E of the Practicum Log** by the Assessor, the Candidate shall submit full set of Practicum Log to the AC or Com Rep for approval, by signing on **Part F of the Practicum Log**. Certified true copy of the full set of Practicum Log shall then be forwarded to the BTS for issuing OTC certificate.

### **D. Role and Responsibilities of the Assessors**

1. Assessor of the Candidate on practicum coordinates and supervises he/she in going through specific tasks in order to gain the necessary experience in organising major events or special projects of the Brigade and to develop self-reflection skills as an integral part of the officer training.
2. All serving Brigade officers at the rank of Assistant Superintendent (ASupt) or above are eligible to be Assessors. The Assessor shall be endorsed by the AC or Com Rep of the Command being served by the Candidate at the beginning of the practicum.
3. Assessor is preferably, but not necessary, an officer of the same Command of the Candidate or an officer participating in the tasks referred in the practicum.
4. Assessor shall discuss with the Candidate on his/her proposal on practicum and approve the scope of tasks with justification before launch.

5. Assessor shall monitor the progress of the Candidate and offer advice if necessary. By no means should the Assessor, on this role, give instructions or solutions on the tasks to be handled by the Candidates.
6. Assessor shall allow the Candidate to revise the plan according to situations that come to light during the period.
7. Assessor should not be on leave from the Brigade continuously for 3 weeks within the first 12 weeks of the practicum. Assessor's leaves shorter than that will not affect the duration of practicum.
8. If the Assessor cannot continue the expected responsibilities, another Assessor can be endorsed with the same procedure mentioned before. All previous work done by the candidate should be accepted at the discretion of the new Assessor.
9. By the end of the practicum period, the Assessor shall review the Practicum Log and provide feedback to the Candidate. If the Assessor is satisfied with the work of the Candidate, the Assessor shall certify completion of the practicum by the Candidate.
10. The Assessor can advise the Candidate to extend the period or scope of the practicum to meet the agreed requirements. The whole period **should NOT more than 6 months**.

#### **E. Enquiry**

If you have any questions, please contact our Supt Li Man Fai James by email [info-bts@stjohn.org.hk](mailto:info-bts@stjohn.org.hk).

**Prepared by Brigade Training School**

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