

FIRST AID INSTRUCTOR

16 or 32-HOUR

COURSE OUTLINE

September 2025

LIFESAVING

FIRST AID

BOATING

EDUCATION

SWIMMING

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Registered Charity number: 10479 7212 RR0001



**PREVENT
DROWNING**

INTRODUCTION AND COURSE OBJECTIVES

By becoming a First Aid Instructor, the candidate has the opportunity to pass on their passion for first aid and help train the general public and lifeguards in first aid skills to save lives.

In general, during this training, the candidate will learn to teach the various courses in the Lifesaving Society's First Aid program, such as CPR, Emergency First Aid and Standard First Aid. Through practical exercises and examples, they will learn and apply different teaching approaches appropriate to first aid training. In addition, they will work with the essential resources for organizing, planning and managing a course. Candidate evaluation will also be put into practice, as well as learning about training policies and administrative procedures.

LEARNING OBJECTIVES AND CONTENT

To find out what the candidate will be able to do at the end of the course, please refer to the Evaluation section.

PREREQUISITES FOR 16-HOUR CLASS

- ☐ Must be at least 15 years old by the last class of the course
- ☐ Standard First Aid award
- ☐ Lifesaving Instructor award

PREREQUISITES FOR 32-HOUR CLASS

- ☐ Must be at least 15 years old by the last class of the course
- ☐ Standard First Aid award

ATTENDANCE

Candidates must attend and participate in **all sessions** to complete the course properly. It is the candidate's responsibility to keep up to date on and to make up any missed material.

ATTITUDES AND BEHAVIOR

Respectful and safe behavior will be required throughout the training, otherwise the candidate may be refused access to the course.

COMPLAINTS UNDER THE HARASSMENT AND MISCONDUCT POLICY

The Lifesaving Society's complaint process is divided into two sections. There are reports of situations of abuse, harassment, neglect, and violence, as well as complaints of an administrative nature, e.g. disputed results, program standards not being met.

For the first type of grievances, you will be redirected to a government platform. Offering impartial, confidential, accessible and effective recourse, the PILS (Protecteur de l'intégrité en loisir et en sport) helps create and maintain healthy, safe and respectful environments in all leisure and sports settings.

For administrative complaints, members of the Lifesaving Society team will ensure a follow-up. Depending on the nature of the complaint, information may be requested from the instructor, evaluator, affiliate member and, of course, the person making the complaint. Once all the information has been gathered, a follow-up can be made to the complainant.



REPORT ABUSE, HARASSMENT, NEGLIGENCE, AND/OR VIOLENCE

ADMINISTRATIVE COMPLAINT

POLICY, RULES, AND PROCEDURES REGARDING THE PROTECTION OF THE INTEGRITY

The Lifesaving Society is following in the footsteps of sports federations recognized by the Quebec government, by adopting a [Policy, Rules and Procedures for the Protection of Integrity](#).

REQUIRED MATERIALS

- ☐ Pocket mask and gloves
- ☐ Practice first-aid kit
- ☐ *Leadership Reference manual*
- ☐ *Leadership Competencies guide*
- ☐ *First Aid award guide (in French only)*
- ☐ *Canadian First Aid manual*
- ☐ *Program guide (download)*

AWARD

Upon successful completion of the course, the candidate will be awarded the "First Aid Instructor" award. This certificate is valid for two (2) years from the date of the last course. The certificate must be recertified every two years to keep it up to date.

EVALUATION

The candidate must achieve and demonstrate the Level 1 performance criteria for all 13 competencies in the Leadership program by the end of the course. These performance criteria are assessed by the candidate and the trainer throughout the course.

A development plan will be written up by the candidate with the help of the trainer to achieve the performance criteria of the target level (training level or higher).

At the end of the training course, there are three possible outcomes:

- ☐ Success: the candidate obtains the certificate related to the training course.
- ☐ Fail: candidate must repeat the training course

- ☐ Awaiting final result: the candidate must complete his or her development plan in order to demonstrate all the performance criteria required for success. A reassessment of the result takes place once the development plan has been completed.

ADMINISTRATION

Location: _____

Course dates and schedule: _____

CONTACT

Affiliation member
(organization offering the course): _____

Email: _____ Phone: _____

IMPORTANT NOTICE

You are responsible for updating your contact information before the last day of the course in your profile at www.sauvetage.qc.ca. In the event of an error in your contact information when mailing your award, you will be charged a fee if you omitted to update your contact information.

For all technical questions, the certified trainer teaching the course should always refer you to the Lifesaving Society's official documentation, such as manuals, award guides and the Lifesaving Society's program guide.



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