**For reference only, updated as of 16 November 2026*

OAE Council SINGAPORE

PROPOSED GROUP FACILITATOR ROLE KEY TASKS AND COMPETENCIES

CRITICAL WORK FUNCTIONS (CWF)	KEY TASKS
Implement Assigned Activities and Programmes	1. Support participant movement and programme transitions 2. Conduct activities according to lesson plans and prescribed instructions 3. Prepare activity materials and setup as directed
Implement Safety and Risk Management Measures	4. Monitor participant safety and wellbeing 5. Report concerns and escalate situations outside assigned responsibilities 6. Deliver prescribed safety instructions for assigned activities 7. Follow prescribed safety measures and organisational SOPs 8. Monitor participants' adherence to safety requirements 9. Follow established practices to help maintain a safe and inclusive environment 10. Provide first aid within the scope of Standard First Aid Syllabus
Facilitate Learning and Participation	11. Employ prescribed strategies to encourage participant engagement 12. Seek help when learning needs exceed prescribed approaches or assigned responsibilities 13. Deliver prescribed instructions or demonstrations for assigned activities 14. Conduct reflection using prescribed questions and techniques 15. Recognise participant discomfort or anxiety and seek assistance where needed
Uplift Professional Practices of the Industry	16. Act in alignment with organisational values

COMPETENCIES

SAFETY & RISK MANAGEMENT

1 Operational Standards
2 Safety & Risk Management
3 First Aid
4 Incident & Emergency Management

LEADERSHIP

5 Mission Orientation
6 Outdoor Leadership
7 Environmental Stewardship

TEACHING & LEARNING

8 Instruction & Facilitation
9 Learner Development & Management
10 Psychological Support

SPECIALIST

11 Activity Knowledge & Skills