

BCA ACADEMY

Diploma Programmes (Part-time)

Eligible for BCA-Industry Built Environment Diploma Sponsorship Programme(Part-Time), or SkillsFuture Study Award/Credit. Terms & Conditions apply.

Diploma in **CONSTRUCTION ENGINEERING** (Part-time)

There is an increasing demand for knowledge-based skilled workforce as the industry restructures itself following the transition of our nation into a knowledge-based economy. A new generation of knowledge-based specialist subcontractors, supervisors or Resident Technical Officers who possess adequate practical skills and technical knowledge is needed. They will have the skills to supervise construction workers directly in this new economy to ensure that construction sites are safe, highly productive with good quality standards.

The Diploma in Construction Engineering is accepted for registration as a Resident Technical Officer under the Building Control Act.

PROGRAMME OBJECTIVES

This programme has been structured to equip students with the skills and knowledge to:

- keep abreast of the current construction technologies in the industry;
- perform and supervise the construction works on site effectively;
- plan and schedule construction works effectively to achieve high productivity and minimise delay;
- perform designs for steel, reinforced concrete, precast and prestressed concrete structures;
- manage the safety aspects of construction; and
- apply supervisory, managerial and financial know-how for business

ENTRY REQUIREMENTS

- a) GCE 'O' LEVEL English (Grade 1 - 7);
- b) GCE 'O' LEVEL Mathematics (Grade 1 - 6);
- c) a relevant GCE 'O' LEVEL subject (Grade 1 - 7), and at least 3 years of relevant working experience.

OR

Workplace Literacy and Numeracy Level 6, and at least 3 years of relevant working experience.

OR

HIGHER NITEC / ITC or GCE 'N' LEVEL and NITEC/NTC 2 with minimum GPA of 2.75 in relevant disciplines, and at least 1 year relevant working experience.

OR

Any ONE of the following certificates with at least 3 years of relevant working experience:

- Advanced National Building Qualification (NBQ)
- National Certificate in Construction Supervision
- Certificate in Interior Finishing Coordination
- Certificate in Waterproofing Supervision
- Certificate in Precast Concrete Construction Supervision
- Certificate in Building Measurement

AWARD OF CERTIFICATE

A participant must attain at least 75% of physical attendance and complete all assignments to acceptable standards to be eligible to take the examination at the end of the course. Students who pass all semester examinations and the four compulsory courses* will be awarded a Diploma in Construction Engineering and a certificate for successful completion in Internal Audit (QEHS) Course Based on Quality ISO 9001, Environmental 14001 and Health & Safety OHSAS 18001.

* Students taking the Diploma in Construction Engineering are also required to attend the following four compulsory courses:

- Certificate in Levelling and Setting Out;
- Certificate in Precast Concrete Construction Supervision;
- Building Construction Supervisors Safety Course; and
- Certificate in Formwork Safety for Supervisors.

Students are required to enrol for these four compulsory courses separately and must complete them successfully within six years from the date of commencement for Year One Diploma programme.

COURSES

- Construction Materials
- Reinforced Concrete Construction
- Structural Mechanics
- Construction Equipment
- Technical Drawings
- Mathematics 1
- Mathematics 2
- Building Services
- Basic Business Law
- Reinforced Concrete Design 1
- Structural Analysis
- Management Systems for Construction
- Structural Detailing
- Building Measurement
- Procurement Management
- Project Management
- Management Skills A & B
- BIM for Structure
- Advanced Concrete Technology
- Construction Technology
- Reinforced Concrete Design 2
- Geotechnical Engineering
- Steel Design and Construction
- Structural Appraisal and Repair
- Precast and Prestressed Concrete Design & Construction
- Technical Communications
- BIM for Architecture

Diploma in **FACILITIES MANAGEMENT** (Part-time)



The Diploma in Facilities Management will equip students with a wide range of technical knowledge and functional skills to manage the built environment. The areas covered in the programme range from principles of facilities management (FM), green building technology, energy management, event planning and marketing to risk management & business continuity. The focus of the programme will be on FM core competencies as well as sustainable practices. Participants of the diploma programme will graduate as competent and confident associate professionals in the built environment industry.

PROGRAMME OBJECTIVES

The programme aims to equip students with the fundamental knowledge and specialised skills necessary to:

- formulate and implement facilities management and maintenance policies to achieve efficient resource utilisation.
- create an environment that meets human physiological needs.
- formulate and implement practices to achieve high level of environmental sustainability.
- plan, manage and market events.
- apply management and financial know-how of business to the industry.

ENTRY REQUIREMENTS

- a) GCE 'O' LEVEL English (Grade 1 - 7);
- b) GCE 'O' LEVEL Mathematics (Grade 1 - 6);
- c) a relevant GCE 'O' LEVEL subject (Grade 1 - 7), and at least 3 years of relevant working experience.

OR

Workplace Literacy and Numeracy Level 6, and at least 3 years of relevant working experience.

OR

HIGHER NITEC / ITC or GCE 'N' LEVEL and NITEC/NTC 2 with minimum GPA of 2.75 in relevant disciplines, and at least 1 year relevant working experience.

AWARD OF CERTIFICATE

A participant must attain at least 75% of physical attendance and complete all assignments to acceptable standards to be eligible to take the examination at the end of the course. Students who pass all semester examinations will be awarded a Diploma in Facilities Management and a certificate for successful completion in Internal Audit (QEHS) Course Based on Quality ISO 9001, Environmental 14001 and Health & Safety OHSAS 18001.

In addition, graduates will be awarded the following qualifications:

- Certificate of successful completion in Fire Safety Manager course
- Singapore Certified Energy Manager (Associate)

COURSES

- Building Materials
- Building Technology
- Technical Drawings
- Conservancy Practices
- Mechanical Services
- Strategic Facilities Management
- Event Planning & Management
- BIM for MEP
- Introduction to Statistics
- Basic Business Law
- BIM for Architecture
- Information and Communication Technology
- Management Systems for Construction
- Electrical & Communication Services
- Environmental Ergonomics and Universal Design
- Procurement Management
- Cost Management
- Event Marketing & Customer Service
- ACMV Fundamentals
- Green Building Technology
- Facilities Management Law
- Elements of Business
- Management Skills A
- Management Skills B
- Data Base Management
- Green Building Operation
- Fire Safety Management
- Green Mark for Facilities Management
- Event Service Management
- Risk Management & Business Continuity
- Technical Communications
- Energy Management & Economics
- Energy Audit & Measurements
- Management of ACMV
- Motor Driven Systems
- Building Envelope
- Lighting Systems
- BIM for FM
- Building Regulations

Diploma in **GEO-SPATIAL INFORMATION AND TECHNOLOGY** (Part-time)

Geographic Information System (GIS) applications are in great demand nowadays due to many of their value-added services. To generate any recommended solution using GIS applications, there must be accurate data collected by the land surveyors. In addition, the development of many new challenging construction and civil engineering projects also requires a higher level of service from the land surveyors.

The part-time Diploma in Geo-Spatial Information and Technology which was developed in collaboration with Singapore Institute of Surveyors and Valuers (SISV) offers graduates the integrated domain knowledge of various surveying techniques and GIS applications with the use of latest technology and equipment. This diploma creates a unique opportunity for graduates to venture into different aspects of the surveying services. With this, graduates are able to begin or advance their career further in the surveying and geospatial profession.

PROGRAMME OBJECTIVES

This programme has been structured to:

(I) Enable Graduates to comprehend the fundamental principles and knowledge in the following domains:

- Land surveying
- Engineering surveying
- Cadastral surveying
- Satellite-based surveying
- Underground surveying
- Hydrographic surveying
- Geographical Information System (GIS)

(II) Equip Graduates with the domain relevant skills such as:

- Operating surveying equipment
- Collecting data
- Applying GIS / GPS software
- Setting out physical sites for engineering works
- Mapping the earth and the sea floor
- Establishing property boundaries
- Analysing data information about land, water and other natural resources for environment & resource management
- Evaluating data obtained to consult clients on optimal alternatives

(III) Equip graduates with necessary problem-solving and management skills such as:

- Effective communication across all levels in an organisation
- Creative and think-out-of-the-box problem-solving skills
- Contract administration and project management skills

(IV) Cultivate graduates with positive attitudes such as:

- Being meticulous in data collection
- Ensuring integrity and accuracy in data handling
- Being open-minded in upgrading themselves and adopting new technology to enhance productivity

ENTRY REQUIREMENTS

The candidate must be a Singapore Citizen or Permanent Resident or holder of valid employment pass/work permit; and possesses any ONE of the following criteria:

- a) GCE 'O' LEVEL English (Grade 1 - 7);
- b) GCE 'O' LEVEL Mathematics (Grade 1 - 6);
- c) a relevant GCE 'O' LEVEL subject (Grade 1 - 6),

OR

Workplace Literacy and Numeracy Level 6, and at least 1 year of relevant working experience.

OR

5 GCE 'N' LEVEL results,

- a) English (Grade 1 - 8);
- b) Mathematics (Grade 1 - 7);

c) 3 other subjects (Grade 1 - 8); and at least 1 year of relevant working experience.

OR

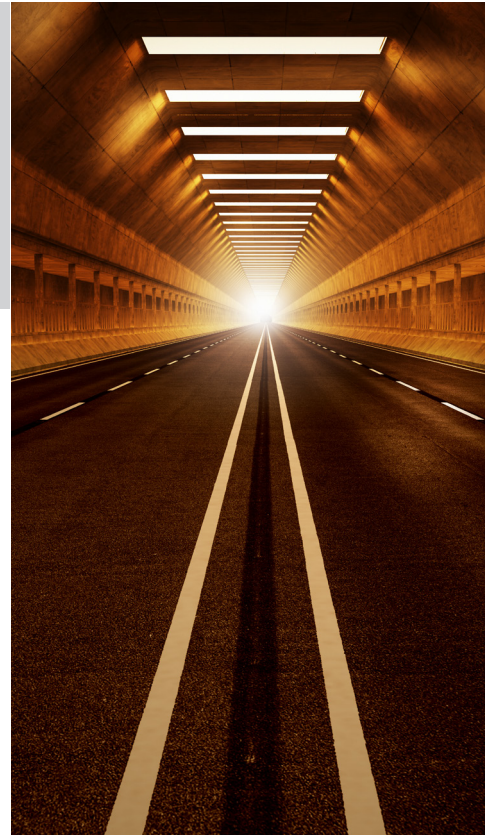
ESS Workplace Literacy and Numeracy Level 5; and at least 3 years of relevant working experience.

OR

HIGHER NITEC / ITC OR NITEC / NTC and at least 1 year of relevant working experience.

AWARD OF CERTIFICATE

A participant must attain at least 75% of physical attendance and complete all assignments to acceptable standards to be eligible to take the examination at the end of the course. Students who pass all semester examinations will be awarded a Diploma in Geo-Spatial Information and Technology.



COURSES

- Land Surveying
- Mathematics 1
- Technical Communications
- Engineering Surveying
- Information and Communication Technology
- Surveying Computation and Statistics
- Satellite-based Surveying
- Project Management
- CAD for Surveying
- Spatial Data Infrastructure 1
- Cadastral Surveying
- Principles of Land Administration
- BIM for Surveying
- Spatial Data Infrastructure 2
- Underground Surveying
- Geo-Spatial Information Systems 1
- Special Topics
- Applied Geo-Spatial Applications
- Hydrographic Surveying
- Geo-Spatial Information Systems 2

FURTHER EDUCATION

UNIVERSITY OF NEWCASTLE, AUSTRALIA

Bachelor of Construction Management (Building)
Bachelor of Engineering (Civil)

UNIVERSITY OF WOLLONGONG, AUSTRALIA

Bachelor of Engineering (Civil)
Bachelor of Engineering (Civil and Environmental)

QUEENSLAND UNIVERSITY OF TECHNOLOGY

Bachelor of Applied Science (Construction Management)
Bachelor of Applied Science (Quantity Surveying)

UNIVERSITY OF SOUTH AUSTRALIA

Bachelor of Construction Management & Economics

JAMES COOK UNIVERSITY

Bachelor of Engineering (Civil)

RMIT UNIVERSITY

Bachelor of Civil Engineering
Bachelor of Applied Science in Construction Management (BCM)

CURTIN UNIVERSITY OF TECHNOLOGY

Bachelor of Applied Science (Construction Management and Economics)

SIM UNIVERSITY

Bachelor of Science in Integrated Events and Sustainable Facilities Management
Bachelor of Science (Honours) in Integrated Events and Sustainable Facilities Management (by invitation only)

NOTE: BCA diplomas are also recognised for admission into universities other than those specifically mentioned. Students are advised to make enquiries with the universities and institutions directly on recognition of qualifications before making their choices.

Administration Details and General Information

PART TIME DIPLOMA PROGRAMMES	PROGRAMME FEES (incl GST)	DURATION	COURSE TENTATIVE STARTING DATE
Construction Engineering	S\$15,000	3 years - 6 semesters	Mid-April 2017
Facilities Management	S\$13,500	3 years - 6 semesters	Mid-April 2017
Geo-Spatial Information Technology	S\$19,500	3 years - 6 semesters	Mid-April 2017

PTDIP.120117.0014

***FREQUENCY:** 3 to 4 times a week.

***TIME:** 6.30pm to 10.00pm on weekdays. There may also be lessons on Saturdays.

VENUE: BCA Academy, 200 Braddell Road, Singapore 579700.

COURSE DELIVERY: English

**Depends on the programme applied for.*

AVAILABLE FUNDING SCHEMES / SCHOLARSHIPS (COMPANY SPONSORED)

a) SkillsFuture SG (SSG)

Companies who wish to apply for training grant are required to enrol their staff (Singaporean or Singapore Permanent Resident) through SSG's SkillsConnect system @ www.skillsconnect.gov.sg.

Eligible applicant of these programmes will pay the full programme fees and submit their training grant to SSG directly.

Amounts shown are subject to change from year to year. All fees quoted throughout this prospectus are in Singapore Dollars. They are correct at the time of printing this prospectus. They are inclusive of Goods & Services Tax (GST) of 7% which is the prevailing GST at the time of printing this prospectus.

b) BCA-Industry Built Environment Diploma Sponsorship Programme (Part-Time)

BCA will sponsor up to 70% of the full course fee and the participating firm will co-fund the rest. To be eligible for the sponsorship, you must be existing local employee of built environment firm who is:

- Singapore Citizen* or Singapore Permanent Resident
- Interested to enrol in BCA's approved list of tenable courses

**Male applicant must have completed or be exempted from full-time National Service (NS).*

Note: 1-year bond duration with the sponsor company is required.

Visit <https://www.buildingcareers.gov.sg/Programmes-Initiatives/Scholarship-and-Sponsorship-Programmes/Part-Time-Sponsorships> for more details.

AVAILABLE FUNDING SCHEMES / SCHOLARSHIPS (SELF-SPONSORED)

a) SkillsFuture Study Award

The SkillsFuture Study Award (up to S\$5,000 per award) is available to equip early to mid-career Singaporeans to develop and deepen their skills in key sectors and have relevant working experience in such sectors. Visit <http://www.skillsfuture.sg/studyawards/built-environment> for more details/application.

b) SkillsFuture Credit

SkillsFuture Credit can be used to pay for the course fee approved by SkillsFuture SG as listed in the SkillsFuture Credit directory (www.skillsfuture.sg/credit). To utilise the SkillsFuture Credit, applicant needs to: (a) complete the Application Form for the Diploma programme; and (b) apply in person at BCA Academy, 200 Braddell Road, Singapore 579700, Block H, Level 1 Customer Service Counter for the amount of SkillsFuture Credit you wish to utilise for the programme.

For enquiries, please call 6248-9999; or email to bca_academy@bca.gov.sg

BCA ACADEMY



200 Braddell Road Singapore 579700

Tel: 6248 9999 • Fax: 6258 0558

www.bcaa.edu.sg

APPLICATION FORM: **Part-time Programme Only**

Programme Applied: _____

- *Incomplete application will not be processed
- * Please enclose a copy of Academic Qualification and NRIC/FIN
- * All Fields are Compulsory

For Official Use	Yes	No
Meet Requirements		
EST		
Processing Officer	Evaluating Officer	Approving Officer

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1. PERSONAL PARTICULARS

Name: <small>(as in Passport/NRIC)</small>	<input type="text"/>	NRIC / FIN No:	<input type="text"/>
Nationality:	<input type="text"/>	Place of Birth:	<input type="text"/>
Race:	<input type="text"/>	Date of Birth: <small>(DD/MM/YYYY)</small>	<input type="text"/>
Personal Email*:	<input type="text"/>	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
<i>*Mandatory field because access to student portal will be given via this email address</i>			
Alternative Email:	<input type="text"/>	Singapore Mobile No.:	<input type="text"/>
Singapore Address:	<input type="text"/>	Postal Code:	<input type="text"/>
Please indicate if you are Self-sponsored or Company-sponsored Applicant (Please tick accordingly)			
<input type="checkbox"/> Self-sponsored Applicant	<input type="checkbox"/> Company-sponsored Applicant (Please complete Section 2)		
<input type="checkbox"/> SkillsFuture Study Award	<input type="checkbox"/> SSG TG No.: _____		
<input type="checkbox"/> SkillsFuture Credit	<input type="checkbox"/> WTU Funding Reference No.: _____ * whichever is applicable		

2. COMPANY INFORMATION (For Company Sponsored Applicant only)

Company UEN No.:	<input type="text"/>	GST Registered Company:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name:	<input type="text"/>		
Company Address:	<input type="text"/>		
	<input type="text"/>	Postal Code:	<input type="text"/>
Contact Person Name:	<input type="text"/>	Contact Person's No.:	<input type="text"/>
Contact Person's Designation:	<input type="text"/>	Contact Person's Email:	<input type="text"/>

3. PRESENT AND PREVIOUS EMPLOYMENT Please list in chronological order with the latest first.

Company	Designation	Duration (MM/YY)	Job Description
		From	
		To	
		From	
		To	
		From	
		To	

4. QUALIFICATIONS (Highest Academic and Technical Qualifications) Please list in chronological order with the latest first.

From MM/YYYY	To MM/YYYY	Qualifications	Institution	Country

5. How did you find out about BCA Academy and its programme? (Please tick accordingly)

Friends Newspaper Website Others (please specify) _____

6. DECLARATION

- (1) I declare that the particulars given are true and correct to the best of my knowledge. I am aware that my application does not guarantee admission and agree to allow BCA to disclose to other government agencies and/or the Government any information relating to me in connection with, arising from or relating to this application, including but not limited to my personal particulars and my test results.
- (2) I hereby agree that if any information provided or declarations are found to be untrue before or after an offer has been made, BCA Academy has the right to reject the application or dismiss the student without refund of school fees.
- (3) I also consent BCA, BCA Academy, BCA's employees and agents, Ministry of National Development to access and use the information relating to me, in connection with, arising from or relating to this application and application for funding including but not limited to personal data and test results for the purpose of processing this application and conducting the course and reasonably related matters thereto.
- (4) I consent to BCA, BCA Academy, BCA's employees and third parties authorised by BCA contacting me via my contacts (including email addresses and mobile numbers) to market future courses, seminars, conduct surveys, circulate publications (i.e. magazines, periodicals etc).
- (5) I consent to BCA, BCA Academy and BCA's employees transferring my personal data to relevant overseas third party recipients for the purpose of processing this application and reasonably related matters thereto. BCA has entered into a non-disclosure agreement with the abovementioned overseas third party recipient. .
- (6) If you wish to withdraw your consent to any use or disclosure of your personal data as set out above, you may contact us. Please note that if you withdraw your consent to any or all or disclosure of your personal data, depending on the nature of your request, we may not be in a position to continue to provide our services to you. Such withdrawal may also result in the termination of any agreement you may have with us. Our rights and remedies are expressly reserved in such event.
- (7) Funding and subsidies offered by BCA or third party organisations for the courses are subject to approval. The company must apply for funding and subsidies. BCA is not to be held liable and the company agrees to pay BCA Academy the applicable funding amount if funding and subsidies are either granted at a reduced amount, not granted at all or if funding is revoked, for whatever reason.

Name: _____

Signature / Date: _____
*Company / Individual Applicant

Company Stamp (For company application)

Funding and subsidies offered by third party organisations for BCA Academy courses and programmes under the Skills Development Fund (SDF), Workforce Training and Upgrading Scheme (WTU), Skills Re-development Programme (SRP) and other relevant schemes or programmes, are subject to approval. BCA Academy is not to be held liable if funding and subsidies are either granted at a reduced amount or not granted at all. Further, BCA Academy reserves the right to amend the details of any course or programme, revise the course or programme fees without prior notice, cancel or postpone the course or programme and change the venue of the course or programme.

To check the status of your course applications, please log into the Customer Self Service Portal (CSSP) at www.bcaa.edu.sg/self_help_portal/selfhelp/login.aspx.
If you need assistance on using the CSSP, please call our customer service hotline: 6248 9999, from 8.30am to 5.00pm, Monday to Friday.

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