

BCA ACADEMY
of the built environment



Diploma Programmes (Part Time)

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 of a course in ISO14001:2004 (Env), and OHSAS 18001:2007 (Health & Safety) and IQA on ISO9001:2008 (Quality).

* 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.

Diploma in **ELECTRICAL ENGINEERING & CLEAN ENERGY** (Part Time)

This programme aims to provide an upgrading path for working adults who aspire to obtain a BCA-accredited diploma in electrical engineering, and to expand their career opportunities in high-growth market segments such as clean energy, green building and energy management.

Besides equipping students with the fundamentals of electrical engineering, the programme incorporates a comprehensive treatment of cleantech subjects which includes clean energy generation, energy management, Green Mark assessment and building management systems.

PROGRAMME OBJECTIVES

The programme content has been structured to equip students with the fundamental knowledge and specialised skills necessary to assist engineers and managers in:

- designing, operating and maintaining electrical services for building
- performing and supervising effectively various electrical works on-site
- conducting energy audits
- conserving and optimising energy usage in buildings

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 Electrical Engineering and Clean Energy and a certificate for successful completion of a course in ISO14001:2004 (Env), and OHSAS 18001:2007 (Health & Safety) and IQA on ISO9001:2008 (Quality).

In addition, graduates will be awarded the following qualification:

- Singapore Certified Energy Manager (Associate)



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 3 years 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 1 year 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.

Diploma in **STRATEGIC FACILITIES MANAGEMENT** (Part Time)

The Diploma in Strategic 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, green building technology, energy management, event planning and marketing to business continuity. The focus of the programme will be on 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 strategic 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 Strategic Facilities Management and a certificate for successful completion of a course in ISO14001:2004 (Env), and OHSAS 18001:2007 (Health & Safety) and IQA on ISO9001:2008 (Quality).

In addition, graduates will be awarded the following qualifications:

- Certificate in Fire Safety Manager
- Singapore Certified Energy Manager (Associate)

Administration Details and General Information

PART TIME DIPLOMA PROGRAMMES	COURSE FEES (incl GST)		DURATION	COURSE TENTATIVE STARTING DATE
	With SDF Subsidy	Without Subsidy		
Construction Engineering	S\$5,403.60	S\$10,143.60	3 years - 6 semesters	1 April 2013
Electrical Engineering & Clean Energy	S\$6,483.75	S\$12,171.25	3.5 years - 7 semesters	
Strategic Facilities Management	S\$5,403.60	S\$10,143.60	3 years - 6 semesters	
Geo-Spatial Information Technology	S\$8,037.00	S\$15,087.00	3 years - 6 semesters	

Registration closing date: **15 March 2013.**

SKILLS DEVELOPMENT FUND (SDF)

Companies are required to enrol their staff (Singaporean or Singapore Permanent Resident) through WDA's SkillsConnect system @ www.skillsconnect.gov.sg. Eligible applicant only pays the balance of course fee (inclusive of GST) after SDF course fee support.

Effective 1 April 2013, the course fee without subsidy (incl. GST) will be revised to:

- 1) S\$11,100.00 for Construction Engineering & Strategic Facilities Management
- 2) S\$13,300.00 for Electrical Engineering & Clean Energy
- 3) S\$16,650.00 for Geo-Spatial Information Technology

To enjoy the current course fee, completed registration form with payment must be received by BCA Academy latest by 28 March 2013.

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

OTHERS	FEES (per academic year)	
	Singapore Citizens /PR	Others
Supplementary Examination Fee	S\$32.10 per paper	S\$32.10 per paper

ABSENTEE PAYROLL (AP)

This course is approved for absentee payroll funding under the Skills Re-development Programme (SRP).

For more information on absentee payroll funding, please visit WDA's SkillsConnect website @ www.skillsconnect.gov.sg.

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.

BCA ACADEMY
of the built environment

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FURTHER EDUCATION

UNIVERSITY OF NEWCASTLE, AUSTRALIA

Bachelor of Construction Management
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.

Application Form: Part-time Course

For Official Use	Yes	No
Meet Entry Requirement		
Meet Special Qualification		

Course Applied: _____

Officer-in-charge's name/signature/date

1. PERSONAL PARTICULARS

Name:
Underline surname (in BLOCK letters)

NRIC / FIN No: Work Permit No.:

Age: Marital Status.: Gender : * Male / Female

Home Address:

Postal Code:

Tel : Fax : HP. No. :

Email:

For non-Singaporean / Permanent Residents, a copy of the employment pass or work permit / PR documents MUST be submitted with the application.

2. QUALIFICATIONS (Highest Academic and Technical Qualifications)

Year Obtained	Qualification	Institution

Copies of school certificates and academic qualifications MUST be submitted with the application.

3. CURRENT EMPLOYMENT

Company UEN No.: WDA's SkillsConnect Account No:

Training Grant Application No (TG): (For company that has successfully applied for SDF claim)

Company: GST Registered Company : YES / NO *

Office Address:

Contact Person: Designation: Tel :

Nature of Business (Briefly describe):

Appointment/Designation: Salary: (optional) Date Joined Company :

Brief description of your duties:

* Delete where necessary

4. PREVIOUS EMPLOYMENT (Use separate sheet if space is insufficient)

Company	Designation	Duration	Job Description (e.g. structural, renovation, M&E etc)

5. APPLICATION FOR EXEMPTION

In view of my formal qualification(s) as listed in Item 2, I would like to apply exemption for _____
 _____ (Please indicate subject(s), if applicable.)

6. PAYMENT OF COURSE FEES

Payment Mode: ¹ Giro ² Cheque *Cash / Nets / Credit Card
 (Payment must be made personally at BCA Academy)

¹ Bank Account No.: _____
 (should be the same bank account as indicated in the Direct Debit Authorisation form submitted to BCA Academy)

² Cheque No.: _____ dated: _____ for \$ _____
 (Cheque should be crossed, marked "account payee only" and made payable to "Building and Construction Authority")

Payment must be made when registering for a course to be assured of a training place. No invoice will be issued.

7. DECLARATION (please tick ✓ where applicable)

I/We agree to allow BCA to disclose to other government agencies and / or the Government any information relating to me/us in connection with, arising from or relating to this application, including but not limited to my/our personal particulars and my/ our test results.

- a) *I/We hereby declare that the particulars given in the Application Form are true and correct in every respect. *I/We understand that the application will be disqualified if any information given is found to be untrue and the fees paid will be forfeited.
- b) *I/We declare that the above applicant meets the entry requirements as stated in this brochure.
- c) *I/We also accept that BCA Academy reserves the right to accept or reject the application for whatever reason and no refund of fees will be made for withdrawal on or after the commencement of the course which the applicant has been accepted.
- d) *The company sponsors the above applicant.

The company will sponsor the above applicant & apply for SDF subsidy
 We, the applicant company agree and undertake to pay BCA Academy the Skillsconnect Training Grant amount in full if the registered trainee(s) does not satisfy or comply the terms and conditions of the course and/or the Skillsconnect Training Grant and/or WDA Training Assistance scheme or in the event that, for whatever reasons the WDA does not pay to BCA Academy that portion of the course fee.

For company using GIRO for payment
 We hereby declare that our Direct Debit and Direct Credit Authorisation for GIRO application with the Building and Construction Authority (BCA) still remain in force. We authorise BCA to issue instructions to our bank/finance company to debit our account for the total amount shown above for the purpose of course registration.

.....
 Name/Signature (*Company / individual applicant) Company Stamp
 (For company application)

FOR OFFICIAL USE	
Application No.: _____	Official Receipt No.: _____
Processing Officer: _____ signature/date	Cashier: _____ signature/date

* Delete where necessary