



Specialist Diploma Programmes

SPECIALIST DIPLOMA PROGRAMMES

Specialist Diploma in **BUILDING INFORMATION MODELING (BIM)**

Building Information Modeling (BIM) has become one of the most exciting developments in the building and construction industry in recent years. As an integrated design and documentation tool used to enhance communication and collaboration among all the project stakeholders, BIM has already begun changing the way architects, engineers, contractors and building owners work together. With strategic implementation, BIM will significantly improve the design and construction process through more integrated project coordination. BIM has also been identified as one of the key technologies to be adopted under BCA's S\$250-million Construction Productivity and Capability Fund (CPCF) to help the local construction industry improve productivity and enhance its capability.

The Specialist Diploma in Building Information Modeling (BIM) aims to impart in-depth knowledge on BIM fundamentals and develop strategic skills for BIM project planning and implementation. It will focus on BIM applications for effective design analysis, productive design and construction coordination and holistic facility management. BIM standards and guidelines as well as BIM project case studies will also be included in this course.

Upon graduation, participants can look forward to career opportunities as BIM Project Coordinators, BIM Modelers/Operators, BIM Consultants/Specialists, and BIM Managers.

ENTRY REQUIREMENTS

The applicant must be a Singapore Citizen or Permanent Resident or holder of valid employment pass/work permit; and possess one of the following qualifications in a relevant discipline:

- A diploma (min course duration of 2 years) or equivalent qualification
- A relevant Advanced Certificate / Higher NITEC / Advanced NBQ with 2 to 3 years of relevant work experience
- A relevant certificate with 4 to 5 years of relevant work experience
- NITEC / Higher NBQ with at least 5 years of relevant work experience

In addition, applicants must also have BIM modeling skills (software knowledge) and experience relevant to their working disciplines. If not, they will need to attend a bridging course to obtain such software skills before they sign up for this BIM Specialist Diploma programme. Such BIM bridging courses are available from the software vendors.

Specialist Diploma in **INTERIOR & LANDSCAPE DESIGN**



Interior and landscape design is about exploring space within a building and outside the building. And with design disciplines merging across the board, aspiring interior and landscape architects will have to take inspiration from architecture, landscape, product, graphic art and visual culture to perceive space, while considering wider issues such as the environment, functions and form.

The Specialist Diploma in Interior & Landscape Design is structured to equip you with the knowledge of principles and theories in interior and landscape design, and how they are applied in real life. From idea conception to planning and creating interior and exterior spaces, you will explore new technologies to improve your design solutions and gain critical knowledge of building and material science to understand the behavioral, social and physical requirements of design in the built environment.

Upon graduation, you will qualify to work as technical specialists in the interior and landscaping design industry.

ENTRY REQUIREMENTS

The applicant must be a Singapore Citizen or Permanent Resident or holder of a valid employment pass/work permit; and possess one of the following qualifications:

- A diploma (minimum course duration of 2 years) or equivalent qualification
- A relevant Advanced Certificate / Higher NITEC / Advanced NBQ with 2 to 3 years of relevant work experience
- A relevant certificate with 4 to 5 years of relevant work experience
- NITEC / Higher NBQ with at least 5 years of relevant work experience

Specialist Diploma in **BUILDING COST MANAGEMENT**

The design and construction of building projects is a highly complex and demanding process, especially with the increased sophistication of the various disciplines involved, such as architecture, engineering, surveying and construction. Delivering a project of such complexity within the right budget, quality and timeframe is critical in meeting client's expectations. Building cost management provides owners, developers, architects and contractors the highest degree of cost predictability over the life cycle of a building with the use of cost modelling and management techniques.

The Specialist Diploma in Building Cost Management prepares you to manage construction cost planning and control right from project inception to the disposal phase of a building. It provides you an opportunity to gain industry-specific skills and experience in cost estimates and analysis, budget forecasts, facilities planning, conceptual studies and bid comparisons for the design and construction of property. The curriculum also covers capital and operating cost assessment skills and project control decisions.



Upon graduation, you can find career opportunities as quantity surveyors or cost managers in Singapore's booming construction industry.

ENTRY REQUIREMENTS

The applicant must be a Singapore Citizen or Permanent Resident or holder of valid employment pass/work permit and possess one of the following qualifications:

- A diploma (min course duration of 2 years) or equivalent qualification
- A relevant Advanced Certificate / Higher NITEC / Advanced NBQ with 2 to 3 years of relevant work experience
- A relevant certificate with 4 to 5 years of relevant work experience
- NITEC / Higher NBQ with at least 5 years of relevant work experience

Specialist Diploma in **FACILITY & ENERGY MANAGEMENT**

Environmental sustainability is increasingly gaining ground in the building and construction industry, buoyed by global concerns on climate change and limited natural resources. With the rising trend towards green technologies and renewable energy in the built environment, there is now a critical need for professionals that are proficient in energy management to operate buildings for optimal building performance.

The Specialist Diploma in Facilities & Energy Management equips you with essential knowledge to plan and manage building operations and maintenance efficiently. The programme also incorporates Energy Management modules to give you the added competitive edge.

Upon graduation, you can work effectively as facility management executives in management corporations, building maintenance and building refurbishment firms or be technical specialists in energy service companies.



ENTRY REQUIREMENTS

The applicant must be a Singapore Citizen or Permanent Resident or holder of a valid employment pass/work permit; and possess one of the following qualifications:

- A diploma (minimum course duration of 2 years) or equivalent qualification
- A relevant Advanced Certificate / Higher NITEC / Advanced NBQ with 2 to 3 years of relevant work experience
- A relevant certificate with 4 to 5 years of relevant work experience
- NITEC / Higher NBQ with at least 5 years of relevant work experience

Specialist Diploma in **CONSTRUCTION MANAGEMENT**

In land scarce Singapore, the building and construction industry plays a critical role in our city's physical development and urban regeneration. With a high volume of building and infrastructure development projects, the construction industry is offering great employment prospects and earning potential for construction professionals, such as higher level supervisors, project coordinators, construction managers and project managers.

The Specialist Diploma in Construction Management will equip you with skills that are essential for managing construction projects successfully. The comprehensive curriculum ranging from technical subjects, quality, safety, contract & cost management to legal studies and information technology will prepare you for an outstanding career in the construction industry.

ENTRY REQUIREMENTS

The applicant must be a Singapore Citizen or Permanent Resident or holder of a valid employment pass/work permit; and possess one of the following qualifications:

- A diploma (minimum course duration of 2 years) or equivalent qualification
- A relevant Advanced Certificate / Higher NITEC / Advanced NBQ with 2 to 3 years of relevant work experience
- A relevant certificate with 4 to 5 years of relevant work experience
- NITEC / Higher NBQ with at least 5 years of relevant work experience

Specialist Diploma in **M&E COORDINATION**

The growing complexity of Mechanical and Electrical (M&E) services in commercial, residential, industrial and infrastructural projects have made the role of an M&E coordinator increasingly important. Proper planning and coordination of M&E services are central to the success of building projects, and play a key role in achieving building aesthetics, operational efficiency and optimal building maintenance.

The Specialist Diploma in M&E Coordination is designed to meet the increasing sophistication in building design as demanded by the market. It aims to equip individuals with the technical knowledge of industry best practices as well as managerial skills to undertake both conventional and specialised building projects. The Specialist Diploma in M&E Coordination is recognised by BCA as a technical qualification that is acceptable for M&E work head registration under BCA's Contractors Registry.

Upon graduation, participants can look forward to become M&E engineers, property executives and facilities executives. The Specialist Diploma also serves as a stepping-stone for its holders to progress to technically advanced positions such as project managers or M&E managers.

ENTRY REQUIREMENTS

The applicant must be a Singapore Citizen or Permanent Resident or holder of a valid employment pass/work permit; and possess one of the following qualifications:

- A diploma (minimum course duration of 2 years) or equivalent qualification
- A relevant Advanced Certificate / Higher NITEC / Advanced NBQ with 2 to 3 years of relevant work experience
- A relevant certificate with 4 to 5 years of relevant work experience
- NITEC / Higher NBQ with at least 5 years of relevant work experience

Specialist Diploma in **WORKPLACE SAFETY AND HEALTH (WSH)**

Under the legal framework of Workplace Safety and Health (WSH), a WSH Officer is required to be appointed for a construction project with a contract sum of \$10 million or more. The Specialist Diploma in Workplace Safety and Health (SDipWSH) is one of the qualifications recognised for the registration of a WSH Officer by the Ministry of Manpower. This course will also prepare the participants to take up employment as other WSH professionals such as WSH Managers, WSH Advisors, WSH Specialists, etc.

The course is developed based on the WSH Professionals Workforce Skills Qualifications (WSQ) framework which is jointly formulated by the Singapore Workforce Development Agency (WDA), Ministry of Manpower (MOM) and the industry. The course contents have been developed to suit personnel who wish to work in the construction industry.

ENTRY REQUIREMENTS

The applicant must be a Singapore Citizen or Permanent Resident or holder of valid employment pass/work permit and possess one of the following qualifications:

- GCE "O" Levels in English (Grades 1-6) OR ESS - WPL (Reading, Writing, Listening & Speaking) Level 6; AND
- GCE "O" Levels in Mathematics (Grades 1-6) OR ESS - WPN - Level 6; AND
- Advanced Certificate in WSH (ACWSH) OR Certificate in Safety Coordinators Training Course (SCTC) OR 5 years of working experience as a Safety Supervisor/Safety Coordinator

Note: ESS WPL/N stands for Singapore Employability Skills System's Workplace Literacy & Workplace Numeracy Skills. For more information on ESS WPLN, please refer to the website: <http://wda.gov.sg>

Administration Details and General Information

Course Code	Specialist Diploma Programmes	Duration	Fee Payable (with GST)		Schedule
			With Subsidy	Without Subsidy	
74015	Specialist Diploma in Interior & Landscape Design	285 training hours (9 months) (2 semesters)	S\$1,943.70	S\$3,648.70	Mar/Sep
74019	Specialist Diploma in Facility & Energy Management	285 training hours (9 months) (2 semesters)	S\$1,943.70	S\$3,648.70	Mar/Sep
74033	Specialist Diploma in M&E Coordination	285 training hours (9 months) (2 semesters)	S\$2,453.85	S\$4,606.35	Mar/Sep
	For holders of Certificate in M&E Coordination	138 training hours (with exemptions)	S\$1,578.90	S\$2,963.90	
74037	Specialist Diploma in Construction Management	285 training hours (9 months) (2 semesters)	S\$1,943.70	S\$3,648.70	Mar/Sep
74051	Specialist Diploma in Building Cost Management	285 training hours (9 months) (2 semesters)	S\$2,382.60	S\$4,472.60	Mar/Sep
76068	Specialist Diploma in Workplace Safety and Health	219 training hours (7 months)	S\$1,348.20	S\$4,494.00	1 class per month
74056	Specialist Diploma in Building Information Modeling (BIM)	165 training hours (5 months) (1 semester)	Pending Approval	S\$4,922.00	Apr/Sep

FREQUENCY: 3 times a week from 6.30pm to 9.30pm

VENUE: BCA ACADEMY (Except for M&E Coordination course, some lessons are conducted in Ngee Ann Polytechnic)

COURSE DELIVERY: English

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

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 applicants will pay the balance of course fee (inclusive of GST) after the SDF support.

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.

WITHDRAWAL

If the notice of withdrawal is received by BCA Academy 14 working days or more before the course/semester commencement date, 90% of the fee paid will be refunded. If the notice of withdrawal is received by BCA Academy between 4 to 13 working days before the course/semester commencement date, 75% of the fee will be refunded. If the notice of withdrawal is received by BCA Academy less than 4 working days before the course/semester commencement date, no refund will be given.

REPLACEMENT

Replacement of participants is allowed if the substitute meets all the entry requirements and the request is made at least 4 working days before the course/semester commencement date.

DEFERMENT

If the application for deferment is received by BCA Academy 14 working days or more before the course/semester commencement date, an administration fee of 10% of the original course/semester fee is chargeable. If the application is received by BCA Academy less than 14 working days but more than 3 working days before the course/semester commencement date, an administration fee of 25% of the fee is chargeable. No deferment is allowed if the notice is received by BCA Academy less than 4 working days before the course/semester commencement date. Under this circumstance, the case will be treated as a withdrawal unless the registered participant decides to proceed with the original course.

PROGRAMME SWITCHING

Application for programme switching must be submitted to the BCA Academy at least 4 working days before the course/semester commencement date. If the application is approved, the participant may be given a refund if the fee of the new programme is lower than that of the original programme. However, any refund arising from programme switching shall not be more than 10% of the fee of the original programme.

BCA Academy reserves the right to amend the programme details, revise the course/semester fee without prior notice, to cancel, postpone or change the venue of the programme in the event of any unforeseen circumstances.

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 "BCA Academy")

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)

- 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