



OSF REGISTRATION

Full Time Diploma

Agenda



BRIEFING ON
OVERALL
REGISTRATION



REGISTER AN
ACCOUNT



ENROLL TO THE
COURSE



SUBMISSION

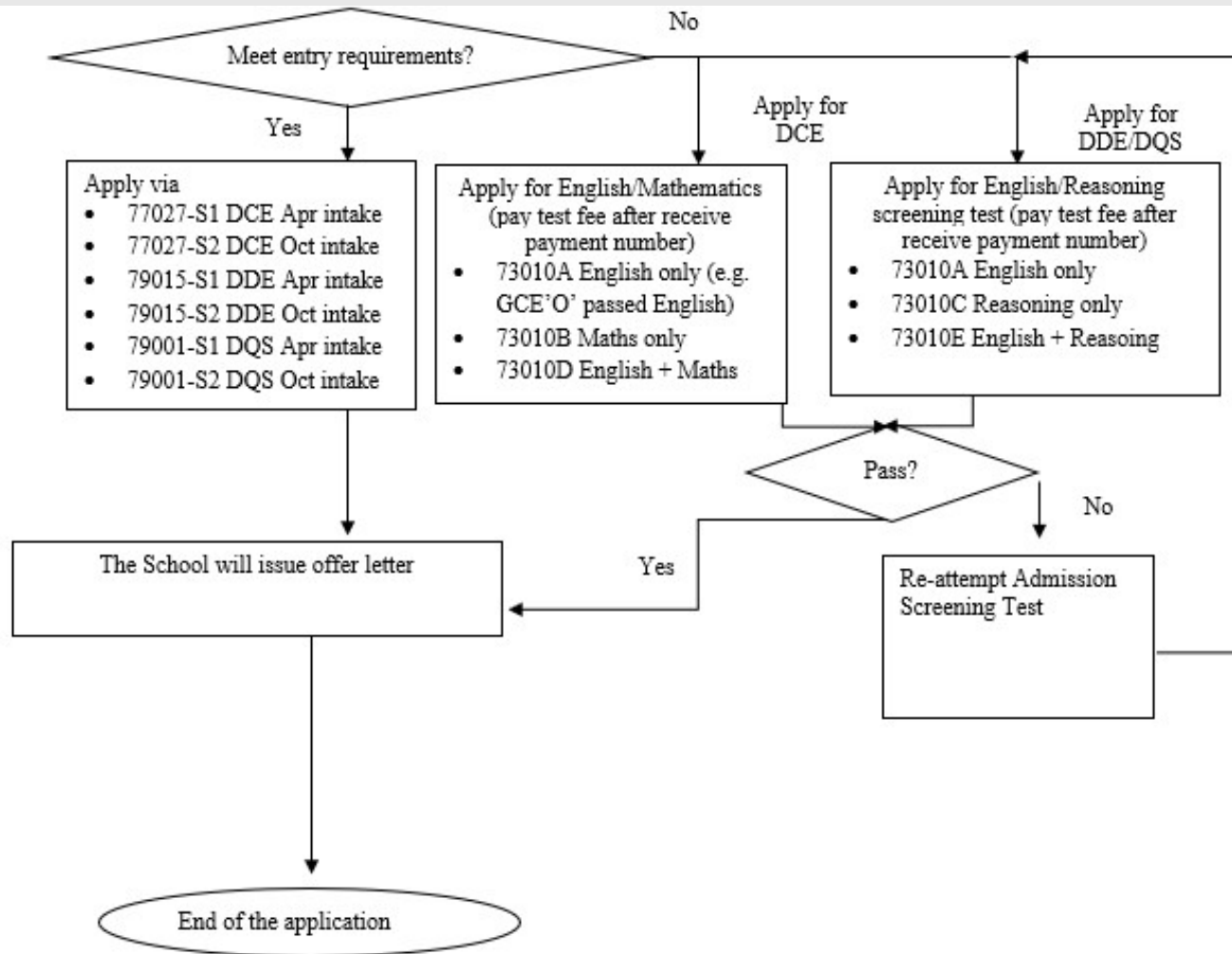


PAYMENT TO
SECURE YOUR SEAT



RETURN TO DRAFT

Overall Registration Process



Overall Registration Process- Entry Requirement

For students with GCE 'O' Level

DIPLOMA IN:	MINIMUM ENTRY REQUIREMENTS	GRADE
Construction Engineering	English Language (EL1)	Grade 1-7
Digital Engineering	Mathematics, and	Grade 1-6
Quantity Surveying	One relevant subject: <ul style="list-style-type: none"> • Additional Combined Science • Combined Science • Physics • Chemistry • Biology • Science (Chemistry, Biology) • Science (Physics, Biology) • Science (Physics, Chemistry) • Science (Physics, Chemistry, Biology) • Design & Technology • Physical Science • Integrated Science • Combined Science • Chemistry • Electricity & Electronics 	Grade 1-6

Overall Registration Process- Entry Requirement

For Students from the Institute of Technical Education

DIPLOMA	MINIMUM ENTRY REQUIREMENTS
Construction Engineering	Higher NITEC in a relevant discipline
Digital Engineering	OR
Quantity Surveying	GCE 'N' Levels and NITEC in a relevant discipline with a minimum GPA of 2.75

Register an account

Visit BCA Academy Online StoreFront (OSF) @
<https://eservices.bcaa.edu.sg/registration/#/login>



Register an account

1. *Click on "Register for an account"*
2. *Fill in your details*
3. *Choose a Login ID and Password*
4. *Save*
5. *You will receive an email with your Login ID upon successful registration*
6. *Proceed to login with the Login ID and Password you have just created*

Enroll for a course

1. *Login with the Login ID and Password you have created*
 2. *Search the course by typing the course code or keyword from the course title and press the search icon*
 3. *Select "I want to register for this course"*
 4. *If you are paying for yourself, select "I am paying for myself".
If your company is paying for you, select "Login using company account" and submit the application using your company account.*
 5. *Select the dates that you want to attend*
 - a. *You can opt to be placed on the waitlist by selecting "I do not want these course dates but I want to proceed to register"*
 - b. *You can express your interest in the course but not register by selecting "I do not want these course dates. Please notify me if there are new course dates."*
 6. *Key in your particulars or the attending participant's particulars*
 7. *Click "Save Draft" to save a copy of your application.*
- Click "Continue Registration" to proceed to register*
8. *Refer to part (D) Part D is "Submission"*

Course Code

TFMS Course code	Programme	Course start date	Course end date	Registration start date	Registration end date
77027-S1/S2 (S1 is for Apr and S2 is for Oct)	Diploma in Construction Engineering	Twice a year, in Apr and Oct	Twice a year, in Oct and Apr	Usually 3 months ahead of semester starting date	3 working days before the course start date
79015-S1/S2 (S1 is for Apr and S2 is for Oct)	Diploma in Digital Engineering				
79001-S1/S2 (S1 is for Apr and S2 is for Oct)	Diploma in Quantity Surveying				
English AST	73010A	Last Tue of the odd month	Last Tue of the odd month	15 days before the test	3 working days before the test date
Maths AST	73010B				
Reasoning AST	73010C				
English + Maths AST	73010D				
English + Reasoning AST	73010E				

Submission

- 1. From Part (B), you will see a summary of the particulars you have keyed in*
- 2. Tick that you agree with the Terms and Conditions*
- 3. Select "Submit" to submit the course application*
Select "Edit Application" if you need to edit the application
Select "I don't want this course anymore" to delete your application
- 4. There will be a pop-up box informing you if your application has been submitted. Please allow us 2 weeks for the processing of your application.*

Part B is "Enroll to the course"

Payment to secure a seat

- 1. Within 2 weeks, you will receive an email notifying you that your application is approved and you can proceed to make payment for the course.*
- 2. Please note that only Credit / Debit cards can be used to make online payment.
For cash or NETS payments, please proceed to our Cashier office at BCA Academy's One-Stop Customer Service Counter.*
- 3. Please select the mode of payment and proceed to key in your credit/debit card details.*
- 4. Once your payment is successful, you will see a "Payment Success" page and be able to retrieve the receipt.*
- 5. Please keep a copy of the receipt as a record.*

Return to draft

- 1. Login with the Login ID and Password you have created*
- 2. Click your name at the top right corner for a drop-down list*
- 3. Select "View Drafts"*
- 4. Select the draft application you have saved*
- 5. Proceed with Part (B)*

Part B is "Enroll to the course"

Thank you!

Should you have any questions, pls
email

BCA_Academy_OSF@bca.gov.sg