

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.

Duration: 5 months per semester (6 semesters)
2 semesters per year
(Apr-Aug / Oct-Feb)

Frequency: 2 - 4 evenings per week
(some lessons may be held on Saturdays)

Venue: BCA Academy

Fees (incl of GST): S\$13,500 (Full programme fee)
S\$4,500 (Per year)

SSG Training Grant of up to \$300 for company-sponsored Singaporeans & Singapore PRs. Apply as early as 30 days before semester 1 start date and closes 30 days after semester 1 start date.

Assessment: Continuous Assessment and Examination

Registration closes 2 weeks prior to commencement or when the class is fully subscribed, whichever comes first. Registration can remain open until course commencement date if training spaces are still available.

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

ENTRY REQUIREMENT

- GCE 'O' LEVEL English (Grade 1 - 7);
- GCE 'O' LEVEL Mathematics (Grade 1 - 6);
- 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.

Applicants must have their own computers/laptops with minimum specifications to access student portal and e-Learning.

EXEMPTION

Exemption of attendance will be reviewed on a case-by-case basis.

WHO SHOULD ATTEND

This Part-time Diploma Programme is suitable for those who are interested to build core competencies in facilities management to manage the built environment.

AWARD OF CERTIFICATE

A participant must attain at least 75% of physical attendance and pass all assignments and exams to be awarded the Diploma in Facilities Management.

In addition, graduates will also be awarded the following:

- Certificate of Successful Completion in Fire Safety Manager course
- Certificate of Successful Completion in Internal Audit (QEHS) course based on Quality ISO 9001, Environmental 14001 and Occupational Health and Safety Management Systems (ISO 45001).

WITHDRAWAL

Withdrawal notice must be made in writing to BCA Academy via **bca_academy@bca.gov.sg**.

The following stated days are pegged to the modular certificate commencement date:

- 14 days or more, 10% cancellation fee
- Less than 14 days but more than 3 working days, 25% cancellation fee
- 3 working days or less, 100% cancellation fee

Please note that applicants are required to top-up the short-fall in funding amount if nett fee is paid upfront.

REGISTRATION



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

[bcaa.edu.sg/registration/#/login](https://eservices.bcaa.edu.sg/registration/#/login)

Course code: 79008-S1

FUNDING



SkillsFuture Study Award - Up to S\$5,000 is available for self-sponsored Singapore citizens with relevant working experience to develop and deepen their skills in key sectors. Scan QR code or login to <https://programmes.myskillsfuture.sg/Portal/ProgramListing.aspx?Source=SFSA> for more details.



SkillsFuture Credit - The credit can be used to pay for the course fee approved by SkillsFuture Singapore (SSG) as listed in the SkillsFuture Credit directory. To utilise the SkillsFuture Credit, applicant will need to indicate in the online registration form. Scan QR code or login to <https://www.skillsfuture.sg/credit> for more details.



SSG Training Grant of \$300 is available for company-sponsored Singaporeans & Singapore PRs. Scan QR code or login to <https://www.skillsconnect.gov.sg/sop/portal/> for more details.