

**STACKABLE MODULAR CERTIFICATES**

You will have the flexibility to take the modular certificates in any order and at your own pace*. The certificates can be stacked up towards the Specialist Diploma.

*maximum of 3 years to accumulate the certificates for an academic qualification

NEW

Specialist Diploma in

SMART FACILITIES MANAGEMENT (SDSFM)

Eligible for
SkillsFuture
Credit

The Real Estate Industry Transformation Map (ITM), which was launched in 2018, seeks to transform the Facilities Management (FM) industry through leveraging technology and strengthening professionalism. One key strategy to transform the FM industry is to enhance its maintenance capabilities through smart FM. Smart FM refers to the integration of systems, processes, technologies and personnel to enhance the management of a building's facilities. By using smart FM and leveraging data analytics, predictive maintenance and smart technology solutions, we can raise productivity and efficiency, reduce labour intensity, and enhance service delivery and quality.

With the increasing demand for smart buildings, enhanced skillsets in Smart FM are required for personnel who are involved in the planning, design, construction and maintenance of such buildings. The Specialist Diploma in Smart Facilities Management (SDSFM) is designed to equip Built Environment professionals with the essential knowledge to plan and manage building operations and maintenance efficiently with the adoption of smart FM. It covers the principles, processes, operating models, technologies and applications of Smart FM. The programme is offered in a modular format.

Duration: 3 months per modular certificate

Frequency: 2 to 3 evenings per week

All classes are conducted in the evenings on a part-time basis. Some lessons may be held on Saturdays.

Venue: BCA Braddell Campus and Online Learning

Fees* (inclusive of GST) :

S\$2,166 (Modular Certificate A)

S\$2,417 (Modular Certificate B or C)

*Modular Certificate A is the existing modular certificate offered in the Specialist Diploma in Facility and Energy Management. Learners will pay nett course fee of \$7,000 (incl. of GST) for entire SDSFM programme. Terms and Conditions apply. SSG funding may be available for selected modular certificate(s). Details of SSG's funding can be found in <https://www.enterprisejobskills.gov.sg/content/upgrade-skills/course-fee-and-absentee-payroll-funding.html>

Assessment: Continuous and Project Based

Registration closes 2 weeks prior to modular certificate 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.

Certificate in Digital Delivery of Facilities Management**MODULAR CERTIFICATE A:** Jan to Mar

This certificate aims to equip learners with the basic foundations of facilities management principles, including risk management and legislation behind facilities management. It also introduces students to the role of building information modelling (BIM) and integrated digital delivery (IDD) in light of the future direction of facilities management.

The module covers the following:

- Introduction to Facilities Management
- BIM for Facilities Management
- Integrated Digital Delivery for Facilities Management

Certificate in Planning and Management of Smart FM**MODULAR CERTIFICATE B:** May to Jul

This certificate aims to equip learners to plan and manage Smart FM systems. Topics pertaining to Design for Maintainability and innovative energy conservation strategies for the smart buildings will be covered. Usage of IT in the Smart Facility Management of a building will also be discussed.

The module covers the following:

- Smart FM Systems Overview
- Design for Maintainability
- Energy Conservation Strategies for SMART Buildings
- IT in Smart FM

Certificate in Integrated Facilities Management**MODULAR CERTIFICATE C:** Sep to Nov

This certificate enables learners to apply the integrated FM approach through procurement and technological applications. It provides an overview of the Computerised Management and Maintenance System (CMMS) and the Building Management System (BMS), with a hands-on session to simulate how the various building operating data are managed.

The module covers the following:

- Computerized Management and Maintenance System
- Building Management and Maintenance System
- Procurement of FM System
- Web-Based Hands on Simulation Tool

ENTRY REQUIREMENT

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

Note: Applicants with relevant working experiences and does not fulfil the above requirements will be reviewed on case by case basis. Applicants without FM qualifications or experience are recommended to start this programme from Modular Certificate A.

Applicants must have their own computers/laptops with minimum specifications to run BIM software (recommended 16GB RAM minimum) and access student portal.

Applicants with degree or diploma qualification where English is not the medium of instruction is required to take an English Screening Test (EST) at a fee of S\$23.00 (incl.GST) conducted by the BCA Academy. Alternatively, applicant may choose to achieve the ESS Workplace Literacy Test Level 6 issued by SkillsFuture Singapore (SSG).

WHO SHOULD ATTEND

This Specialist Diploma is designed for those working in the facility management of buildings, property management, building mechanical and electrical services, building technical services or any relevant industry who seek upgrading of their skills. This program is also suitable for professionals seeking a mid-career switch to the facilities management industry.

AWARD OF CERTIFICATE

A participant must attain at least 75% of physical attendance and complete all assignments to acceptable standards to be eligible to be awarded each modular certificate. Participant who did not complete the assignments to acceptable standards but attained at least 75% of physical attendance will be issued with a certificate of attendance. The successful achievement of all modular certificates will lead to the awarding of the **Specialist Diploma in Smart Facilities Management (SDSFM)**.

EXEMPTION

A participant who has fulfilled the requirement to be awarded the Specialist Diploma in Facility and Energy Management SDFEM could top up the Modular Certificate B Certificate in Planning and Management of Smart Facilities Management and Modular Certificate C Certificate in Integrated Facilities Management, to be awarded the Specialist Diploma in Smart Facilities Management SDSFM.

Similarly, a participant who has fulfilled the requirement to be awarded the Specialist Diploma in Smart Facilities Management SDSFM could top up the Modular Certificate B Certificate in Mechanical System and Building Management and Modular Certificate C Certificate in Electrical System and Energy Management, to be awarded the Specialist Diploma in Facility and Energy Management SDFEM.

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.bcaa.edu.sg/registration/#/login>



Course codes:

74A19 - Module A
79024B - Module B
79024C - Module C