

Certificate in Workplace Safety and Health

INTRODUCTION

The Workforce Skills Qualifications (WSQ) framework for WSH Professional offers qualifications for workplace safety and health professionals in 4 different levels as below:

- Certificate in WSH
- Advanced Certificate in WSH
- Specialist Diploma in WSH
- Graduate Certificate in WSH

BCA Academy, as WDA's accredited Continuing Education and Training (CET) Centre, is conducting all the above courses. The WSQ Certificate in Workplace Safety and Health is entry level course to the WSH profession.

OBJECTIVE

The WSQ Certificate in Workplace Safety and Health provides candidates with basic competencies and a head start in WSH to become a WSH Representative.

CONTENTS

To achieve a full qualification in WSQ Certificate in Workplace Safety and Health, candidates need to complete 6 competency units (CU) comprising of 5 Core units and 1 Elective unit. The details of the CUs are given below:

CORE UNITS

1. Identify Hazards and Maintain Risk Control Measures
2. Support WSH Legal Compliance and Incident Reporting
3. Participate in Implementing WSH Management Process
4. Check and report outcome of WSH inspection
5. Communicate and Relate Effectively at the Workplace (ES WSQ)

ELECTIVE UNIT

6. Work in a Team (ES WSQ)

TARGET AUDIENCE

This certificate course is designed to prepare individuals typically at entry level to be assigned as WSH Representatives. It is suitable for individuals with limited WSH knowledge and skills as well as junior supervisors and new entrants into the industry.

ENTRY REQUIREMENTS

Assumed Skills and Knowledge:

- ES Workplace Literacy and Numeracy Level 4 or Secondary 2 education; AND
- Completed a ES WSH module or any safety course; AND
- Preferably hold a WSH-related appointment

ASSESSMENT AND CERTIFICATION

- a) Participants will be assessed individually for each Competency Unit (CU).
- b) Assessment for each CU will be competency-based and may consist of: Work Assignments, Case Studies, Role-Plays, Written Tests and Interview Sessions.
- c) Participants must achieve at least 75% physical attendance to be eligible for the assessment.
- d) Participants who obtained SOAs for all required CUs will be awarded a WSQ Certificate in Workplace Safety and Health.

Note: Participants who do not wish to take full qualification can also attend any of the CUs separately, for which a Statement of Attainment (SOA) will be given after successful completion of the CU.

Under the enhanced CET Qualification Award framework, w.e.f January 2016, Singapore Citizens will be eligible for cash award of \$200 for each WSQ Advanced Certificate Full Qualification. For more details, please visit www.skillsconnect.gov.sg. The cash award will also complement existing SkillsFuture initiatives.



DETAIL

3rd Run: 11 Jul 2022

Duration: 6 months

Frequency: 2 to 3 evenings during weekdays

Time: 6.30pm to 9.30pm

Venue: BCA Academy

COURSE FEES:

Please refer to Page 3 for Course details

**Skills Development Fund (SDF) is available for this course. Prior to the registration, company is required to enrol their staff (Singaporean or Singapore Permanent Resident) through SSG's SkillsConnect system at www.skillsconnect.gov.sg. Eligible applicants pay the remaining fee (after deducting SDF Funding) and GST.*

#Mid-Career Enhanced Subsidy

- Eligible for Singaporean aged 40 and above only
- Individual applicant shall submit completed application form, last 3 month's pay slips, and payment together with NRIC for verification at BCA Academy
- Applicant will be required to sign a declaration for the subsidy

Note: Course applicants may be eligible to receive course fee funding from government agencies subject to terms and conditions. If the applicant fails to fulfil the terms and conditions of the funding such that BCA Academy (BCAA) is unable to claim the funded portion of the course fee from the funding agency, the participant will be required to pay BCAA the funded portion of course fee that is no longer claimable by BCAA.

The funded portion of the course fee shall be paid to BCA in any of the following circumstances:

- 1) SSG does not approve the funding application.
- 2) SSG revokes the funding for whatever reason.
- 3) The participant does not fulfil minimum 75% attendance and/or fail any of the assessment components (e.g. written test, assignment, case study, etc) in any competency unit.
- 4) The participant breaches any of the terms and conditions of the course or funding grant.

REGISTRATION

Placement will be subject to meeting entry requirements and on a first-come-first-serve basis. Those who are not placed in this run will be kept in the waiting list and will be considered for subsequent runs.

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 14 working days before the course/semester commencement date. No replacement is allowed for participants.

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 the circumstance, the case will be treated as a withdrawal unless the registered participant decides to proceed with the original course. Deferred participants returning to attend the course must meet the course requirements of the intake they are joining.

USE OF INFORMATION

“Information” means information relating to the participants and its sponsoring company in connection with, arising from or relating to this application and application for funding including but not limited to personal data and test results.

BCA, BCA Academy, BCA's employees and agents will access and use the Information for the purpose of processing this application and conducting the course and related matters thereto.

BCA, BCA Academy, BCA's employees and agents will disclose to other Government agencies and/or the Government any Information, where necessary.

REGISTRATION FORM**Certificate in Workplace Safety and Health****Course Date:** _____**Time:** 6.30pm – 9.30pm**Duration for full course:** 6 months**Frequency:** 2 to 3 evenings during weekdays**Venue:** BCA Academy

For Official Use	
Application No.:	
Official Receipt No.:	
Processing Officer: (signature/date)	
Cashier: (signature/date)	

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	Modules	Duration (Hrs)	Modular Fees (inclusive of 7% GST)			
			Without Subsidy	With SDF subsidy*	With Enhance Funding for SME*	With Mid-Career Enhanced Subsidy for Self sponsored applicant#
1	Identify WSH Hazards and Maintain Risk Control Measures	24	\$ 580.00	\$ 172.00	\$ 92.15	\$ 92.15
2	Support WSH Legal Compliance and Incident Reporting	24	\$ 580.00	\$ 172.00	\$ 92.15	\$ 92.15
3	Check and Report Outcome of WSH Inspection	16	\$ 390.00	\$ 118.00	\$ 61.96	\$ 61.96
4	Participate in Implementing WSH Management Process	16	\$ 390.00	\$ 118.00	\$ 61.96	\$ 61.96
5	Communicate and Relate Effectively at the Workplace (ES WSQ)	24	\$ 580.00	\$ 172.00	\$ 92.15	\$ 92.15
6	Work in a Team (ES WSQ)	24	\$ 580.00	\$ 172.00	\$ 92.15	\$ 92.15
Full Course Fee			\$ 3,100.00	\$ 924.00	\$ 492.52	\$ 492.52

*Skills Development Fund (SDF) is available for this course. Prior to the registration, company is required to enrol their staff (Singaporean or Singapore Permanent Resident) through SSG's SkillsConnect system at www.skillsconnect.gov.sg. Eligible applicants pay the remaining fee (after deducting SDF Funding) and GST.

Mid-Career Enhanced Subsidy - Eligible for Singaporean aged 40 and above only - Individual applicant shall submit completed application form, last 3 month's pay slips, and payment together with NRIC for verification at BCA Academy - Applicant will be required to sign a declaration for the subsidy.

Note: Course applicants may be eligible to receive course fee funding from government agencies subject to terms and conditions. If the applicant fails to fulfil the terms and conditions of the funding such that BCA Academy (BCAA) is unable to claim the funded portion of the course fee from the funding agency, the participant will be required to pay BCAA the funded portion of course fee that is no longer claimable by BCAA.

PART A - PERSONAL PARTICULARS

Name (Dr/Mr/Mrs/Ms): (as per NRIC/Passport)	<input type="text"/>	NRIC/FIN/Passport No.: (fill in NRIC/FIN if available)	<input type="text"/>
Birth Date: (DD/MM/YYYY)	<input type="text"/>	Tel:	<input type="text"/>
		Hp No.:	<input type="text"/>
		Fax:	<input type="text"/>
		Gender:	M / F
Email Address:	<input type="text"/>	Nationality:	<input type="text"/>
		Marital Status:	<input type="text"/>
Residential Address:	<input type="text"/>		Postal Code: <input type="text"/>

(Residential address as per NRIC for Singaporeans & PRs)

PART B - ENTRY REQUIREMENTS

	Please tick ✓ where applicable
ES Workplace Literacy and Numeracy Level 4 or Secondary 2 education; AND	
Completed a ES WSH module or any safety course; AND	
Preferably hold a WSH-related appointment	
Please describe your work experience below	
Company/Designation/Work Description:	
Company/Designation/Work Description:	
Company/Designation/Work Description:	

Copies of relevant certificates for academic / safety qualifications & testimonials for work experience MUST be submitted with the application.

(Please use fresh paper if above space is not enough and attached your curriculum vitae together with the application)

PART C - CURRENT EMPLOYER

Company Name:	<input type="text"/>	Co. UEN No.:	<input type="text"/>	GST Registered Company:	Yes / No
Company Address:	<input type="text"/>			Postal Code:	<input type="text"/>
Contact Person: (HR Personnel)	<input type="text"/>	Tel No.:	<input type="text"/>	Hp No.:	<input type="text"/>
Designation:	<input type="text"/>	Email:	<input type="text"/>		
Contact Person: (Finance Personnel)	<input type="text"/>	Tel No.:	<input type="text"/>	Hp No.:	<input type="text"/>
Designation:	<input type="text"/>	Email:	<input type="text"/>		

PART D - PAYMENT (Please tick accordingly)

Payment must be made when registering for a course to be assured of a training place.

- Enclosed is Cheque No.: _____ (Cheque should be crossed, marked "account payee only" and payable to **Building and Construction Authority** and mailed to **BCA Academy, 200 Braddell Road, Singapore 579700**) for S\$ _____
- Deduct from GIRO Account No.: _____ (Note: Only company cheque or company GIRO will be accepted if the company is applying for funding or subsidy. The GIRO Account Number must be the same bank account number as indicated in the Direct Debit Authorisation form submitted to BCA.)
- Cash / Nets / Credit Card (payment must be made personally at BCA Academy)

PART E - DECLARATION

TERMS AND CONDITIONS

- 1) The company and individual applicant has read and understood the terms of the brochure (if available) and the application form.
- 2) The company and individual applicant warrant that the particulars given in the application form are accurate understand that the application will be disqualified if any information given is found to be untrue and the fees paid will be forfeited.
- 3) The Building and Construction Authority (BCA) can disclose to other government agencies any information relating to this application.
- 4) Payment for the course must be made to BCA before the course commencement date.
- 5) Any Direct Debit and Direct Credit Authorisation for GIRO applications previously signed and passed to BCA will apply to payments made under this course.
- 6) BCA reserves the right to accept or reject the application for whatever reason.
- 7) BCA shall at its discretion allocate a space to the registered applicant, based on availability.
- 8) BCA reserves the right to amend any details relating to the course, revise the course fees without prior notice, cancel or postpone the course.
- 9) Request for withdrawal must be made in writing. Requests are subject to approval by BCA and administration fee: Written request for withdrawal that reaches BCA - At least 2 weeks before the course commencement date: 10% of course fee is payable. - Less than 2 weeks but more than 3 working days before the course commencement date: 25% of course fee is payable. - 3 working days or less before the course commencement date: full course fee is payable.
- 10) No Replacement is allowed for funded participants.
- 11) The Continuing Professional Development (CPD) points indicated for any course offered by BCA is subject to change and final approval by the relevant professional accreditation bodies. 12) Funding and subsidies offered by BCA or third party organisations for the courses are subject to approval. BCA is not to be held liable and the company agrees to pay BCA the applicable funding amount if funding and subsidies are either granted at a reduced amount, not granted at all or if funding is revoked, for whatever reason.
- 13) All information, materials, services, intellectual property and other property and rights provided by BCA during the course are provided on an "as is" basis. BCA makes no warranties of any kind, either express or implied, as to any matter, and all such warranties, including warranties of merchantability and fitness for a particular purpose, are expressly disclaimed.
- 14) The materials supplied to the company and individual applicant for the course ("Materials") are for their personal reference only and the company and individual applicant is not supposed to otherwise use the Materials. The company and individual applicant shall defend and indemnify BCA and its officers, employees and agents from and against any and all liability, damage, loss or expense (including reasonable attorneys' fees and expenses) imposed upon BCA in connection with any claim arising out of the company and individual applicant's use of the Materials.
- 15) Re-assessment fee is applicable for those who are required to re-take the assessment.
- 16) The participant / sponsoring company on behalf of the participant **CONSENTS / DO NOT CONSENT (please delete accordingly)** to BCA, BCA Academy and BCA's employees contacting the participant via the participant's personal contacts (including email addresses and mobile numbers) to market future courses, seminars or conduct surveys.
- 17) **The company and individual participants agree and undertake to pay BCA Academy the course fee grant amount in full if the registered trainee does not satisfy or comply with the terms and conditions of the course and/or the SSG Training Assistance scheme or in the event that, for whatever reasons, the SSG does not pay to BCA Academy that portion of the course fee. The grant is applicable to Singapore Citizens or Singapore Permanent Residents only and trainee must achieve at least 75% attendance and must pass all prescribed examinations/assessments.**
- 18) The company declares 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. **PLEASE NOTE:** All correspondence and notices addressed to BCA are to be sent to BCA Academy.

By submitting and signing this application form, the self-sponsored or company-sponsored applicant agree to the terms and conditions above.

(i) FOR SELF-SPONSORED APPLICATION:

Name : _____

Signature : _____

Date : _____

(ii) FOR COMPANY-SPONSORED APPLICATION:

Name of authorised personnel: _____

Signature : _____

Date : _____

Company Stamp
(For company-sponsored application only)

FOR OFFICIAL USE

Application No.: _____

Official Receipt No.: _____

signature/date

signature/date

Graduates of BCA Academy's Diploma, Specialist Diploma, Degree and Masters programmes may enjoy discounted course fee on some courses by applying for BCA Academy Alumni lifetime membership. To apply, visit www.bcaa.edu.sg or email to alumni@bcaa.edu.sg for more details.

To check the status of your course applications, please log into the Customer Self Service Portal (CSSP) at www.bcaa.edu.sg/self_help_portal/selfhelp/login.aspx. If you need assistance on using the CSSP, please call our customer service hotline: 6248 9999, from 8.30am to 5.00pm, Monday to Friday.

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BCA ACADEMY