

Specialist Diploma in Workplace Safety and Health

INTRODUCTION

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 contents have been developed to suit personnel who wish to work in the construction industry.

OBJECTIVE

The objectives of the Specialist Diploma in WSH are:

- to provide participants an in-depth knowledge of WSH competencies under the WSH Qualifications framework; and
- to prepare participants to be competent WSH Officers for the construction industry

CONTENTS

This course consists of 16 Competency Units (CUs), of which 13 are Core Units and 3 are Elective Units. The details of the CUs are given below:

CORE UNITS*

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| 1. Establish WSH policy and Advise on WSH Legal Compliance Issues | 9. Establish Measurement and Monitoring of WSH performance |
| 2. Identify WSH Hazards and Assess WSH risks | 10. Manage Internal WSH Audit System |
| 3. Recommend WSH Control Measures | 11. Lead Workplace Communication and Engagement (ES WSQ) |
| 4. Manage WSH Risks | 12. Compose Technical Report |
| 5. Develop a WSH Culture | 13. Develop a WSH Management System |
| 6. Design and Implement Behavioural Safety Programme | |
| 7. Establish and Review Emergency Preparedness and Response Plan | |
| 8. Establish and Manage Incident Investigation and Analysis Processes | |

ELECTIVE UNITS*

14. Manage WSH in Construction Industry
15. Manage Financial Resources for WSH
16. Plan, Prepare and Deliver Presentations

TARGET AUDIENCE

This course is meant for personnel who aspire to be WSH Officers or other WSH professions such as WSH Managers, WSH Advisors, WSH Specialists, EHS or HSE Engineer or equivalent.

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.



Registration

To register, please log into our Online StoreFront (OSF) at <https://eservices.bcaa.edu.sg/registration/#/Login> or scan QRcode and search for course code **76A68**



DETAIL

9th Intake:	28 Apr 2022 - 16 Feb 2023
Duration:	10 months
Frequency:	3 weekday evenings
Time:	6.30pm to 9.30pm
Venue:	BCA Braddell Campus

COURSE FEE (inclusive of GST)

S\$7,770 (without Funding)

**Skills Development Fund (SDF) is available for this course. Eligible applicants pay the remaining fee (after deducting SDF Funding) and GST. Kindly register your interest and our officer will contact and advise you on the course fee after funding.*

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.

ENTRY REQUIREMENTS

All applications to WSQ Specialist Diploma in WSH must fulfil the following entry requirements to be admitted into the course:

- a) A recognised¹ Technology/Science-related diploma / Engineering degree; AND
 - b) At least 2 years of WSH relevant working experience;
- OR
- a) Possess ES Workplace Literacy (reading, writing, listening & speaking) Level 6 or GCE "O" Level English grade C6;
 - b) Possess GCE "O" level Maths & Science grade C6, or new bridging course²; AND
 - c) Possess WSH skills and knowledge equivalent to that of Advanced Certificate in WSH; AND
 - d) At least 2 years of post-WSH qualification³ working experience as WSH supervisor, coordinator or similar occupational role.
- OR
- a) Possess ES Workplace Literacy (reading, writing, listening & speaking) Level 6 or GCE "O" Level English grade C6;
 - b) Possess GCE "O" level Maths & Science grade C6, or new bridging course²; AND
 - c) Possess WSH skills and knowledge equivalent to that of Advanced Certificate in WSH; AND
 - d) At least 5 years of WSH-related working experience, 2 years of which should be recent working experience for example as a WSH supervisor/coordinator.

Note:

1. *Recognised Engineering degree refers to any qualification listed in the Professional Engineers (Approved Qualification) Notification. (Please visit the Professional Engineer Board at <http://www.app.peb.gov.sg/actrules.aspx> to confirm qualification. Technology /Science-related diploma refers to diplomas from the local Polytechnics (Singapore Poly, Ngee Ann Poly, Nanyang Poly, Republic Poly, Temasek Poly), and the said local polytechnic diploma holders must possess either GCE 'O' Level English minimum grade C6 or WPL (Writing) Level 6.*
2. *New bridging course refers to Maths and Physics bridging courses.*
3. *"Post-qualification working experience" refers to 2 years of work experience after completing ACWSH or equivalent.*

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 and an End-of-course written examination (closed—book).
- 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 Specialist Diploma in Workplace Safety and Health.

REGISTRATION

Placement will be subject to meeting entry requirements and on 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 participant 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.