

**A. WORKFLOW [Updated/Added on 25 October 21]**

**Important Note:**

1. Please ensure you are applying for the relevant course:

<b>Company Type</b>	<b>Course to register</b>	<b>Course format</b>	<b>Important information must be provided accurately</b>
<b>a) Company with construction worksites</b>  <i>(include DfMA suppliers &amp; ready-mix concrete companies)</i>	ART Swabbing and Supervision for Built Environment  <i>[Course code: 80073]</i>	<ul style="list-style-type: none"> <li>• Day 1 - Theory lesson via Zoom</li> <li>• Day 2 - Practical lesson @ BCA Academy</li> </ul> <i>[Note: Course date for the Theory lesson and Practical lesson may not be on the same day]</i>	i) <u>For construction worksites</u> <ul style="list-style-type: none"> <li>• Project reference number</li> </ul> ii) <u>For DfMA suppliers/ready-mix concrete companies)</u> <ul style="list-style-type: none"> <li>• UEN Number</li> </ul>
<b>b) Company with non-construction premises</b>	ART Self-Swab Supervision for Built Environment (Non-Construction Worksite)  <i>[Course code: 80077]</i>	<ul style="list-style-type: none"> <li>• via Zoom</li> </ul>	i) UEN number

2. For company with construction worksites, training places will be prioritised for up to 2 ART supervisors per project reference.
3. We strongly advise trainee to attend the course on scheduled time slot. Any changes in the assigned time slot will lead to later course dates due to the expected high volume of training request.
4. Please check and ensure that information provided is correct and accurate to ensure applications can be processed successfully.
5. The courses do not train the ART supervisor to execute any form of polymerase chain reaction (PCR) swab operation at worksite.

1

Employer to register trainee for the course



- A. For construction work sites: [Updated on 5 August 21]**
- Company representative to apply for the course at <https://go.gov.sg/ART-register>
- B. For non-construction premises: [Added on 5 August 21]**
- Company representative to apply for the course at <https://go.gov.sg/ART-register-nonworksite>
  - Application must include updated details:
    - a) Company name
    - b) Project Reference Number for construction work sites (or UEN number for non-construction premises)
    - c) Company representative's full name
    - d) Company representative's designation
    - e) Company representative's email
    - f) Company representative's mobile number
    - g) Trainee's full name as per NRIC/Work Permit
    - h) Trainee's NRIC/FIN number
    - i) Trainee's email (this is required for Zoom session)

2

Course schedule and payment



**[Updated on 25 October 21]**

- Company representative can select the preferred course date at time of registration
- Payment can be made via the course registration link
- Company representative to inform trainee to attend the course on scheduled date/time
- Trainee must set up a Zoom account (and be familiar with Zoom navigation) before the course date

3

Trainee to attend  
the course



**A. For construction worksite trainee: [Updated on 5 August 21]**

- Trainee to attend Theory lesson (via Zoom) and Practical lesson (face-to-face at BCA Academy@BCA Braddell Campus) on scheduled date/time *[Note: Theory lesson and practical lesson may be on different day]*
- Trainee will undergo a practical assessment
- Candidate must complete and pass the course

**B. For non-construction worksite trainee: [Added on 5 August 21]**

- Trainee to attend lesson (via Zoom) on scheduled date/time
- Candidate must attend and complete the course

4

On trainee's  
successful  
completion of the  
course and  
assessment

**A. For construction worksite trainee: [Updated on 25 October 21]**

- Assessment status will be informed by the trainer at the end of the practical lesson
- On successful completion and passing the course assessment, company representative will receive e-Certificate of Successful Completion (in the name of trainee) within 2 weeks via email

*[Note: If the trainee did not pass the assessment, the trainee will need to re-take the course at full course fee]*

**B. For non-construction worksite trainee: [Added on 25 October 21]**

- Company representative will receive e-Certificate of Attendance (in the name of trainee) within 2 weeks via email

## **B. OVERVIEW**

### **Q1. What are the objectives of the courses? [Updated on 5 August 21]**

The current safe management measures implemented at dormitories have been assessed to be effective in managing and reducing the risk of COVID-19 transmission and ensuring the health of the workers. However, in view of the evolving COVID-19 situation, additional risk mitigating measures are required for the workforce not residing in the dormitories.

- a) **(For company with construction worksites) ART Swabbing and Supervision for Built Environment** - The course aims to develop and support an effective in-house ART swab testing regime at worksites under the supervision of a certified ART supervisor appointed by the company. It will equip the company-appointed personnel as a trained ART swabber as well as a swab supervisor with the knowledge to conduct, monitor and oversee the ART operations to ensure proper Infection Prevention Controls, SMMs, and the correct use of the test kits.
  
- b) **(For company with non-construction premises) ART Self-Swab Supervision for Built Environment (Non-Construction Worksite)** – The course aims to equip trainees with the knowledge on regulatory and operational guidelines on ART supervision and implementation relevant for non-construction sites.

### **Q2. Who should attend the course? What are the criteria to attend the course? [Updated on 5 August 21]**

The following companies should appoint at least one site supervisory level employee to complete and pass the course to be competent in taking on the responsibility to implement and oversee the in-house ART operations on site:

- Main contractors, DfMA suppliers and ready-mix concrete companies which are responsible for entry to construction worksites and supply works premises; and
- Companies with construction account workers (CAWs)<sup>1</sup> currently on RRT and working on non-construction premises (e.g. renovation, lift and escalator installation works, minor works, repair and re-decoration works)

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<sup>1</sup> Refers to foreign workers registered with the Ministry of Manpower (MOM) under the Construction Account

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The identified site supervisor to attend the course must meet the following criteria:

Trainee	English proficiency (reasonable level)	Medically fit to wear PPE	Bring own N95 mask
<b>a) From construction worksites</b>  <i>(include DfMA suppliers &amp; ready-mix concrete companies)</i>	Required	Required	Required (for practical lesson)
<b>b) From non-construction premises</b>	Required	Not applicable	Not applicable

**Q3. How do I register for the course? What is the course fee? Is there any course fee subsidy?**  
[Updated on 5 August 21]

Company Type	Course Fee (7% GST incl.)	Register at
<b>a) Company with construction worksites</b>  <i>(include DfMA suppliers &amp; ready-mix concrete companies)</i>	\$250.00	<a href="https://go.gov.sg/ART-register">https://go.gov.sg/ART-register</a>
<b>b) Company with non-construction premises</b>	\$90.00	<a href="https://go.gov.sg/ART-register-nonworksite">https://go.gov.sg/ART-register-nonworksite</a>

*Note: Course fee subsidy is not available.*

**Q4. How are the courses conducted? Do I receive a certificate after the course?** [Updated on 25 October 21]

a) ART Swabbing and Supervision for Built Environment

The course will be conducted over 2 sessions of half-day each via synchronous e-learning and in-person practical workshop and assessment:

- Session 1 – Theory lesson (3-hour): This session will be conducted in synchronous mode via Zoom which focuses on imparting trainees with the knowledge to

understand applicability of Antigen Rapid Test (ART), and their supervisory roles in preparing swabbing site for the in-house ART operations on site aligned with prevailing infection prevention and control guidelines.

- Session 2 – In-person Practical Workshop and Assessment (3-hour): Through demonstrations and in-class practice at BCA Academy, trainees will learn to apply the ART techniques to demonstrate their ability to perform swabber role as well as to conduct and supervise the in-house ART operations on site.

On successful completion of the course and passing the assessment, company representative will receive e-Certificate of Successful Completion (in the name of trainee) within 2 weeks via email.

*b) ART Self-Swab Supervision for Built Environment (Non-Construction Worksite)*

The course will be conducted in a 3-hour session via Zoom. Company representative will receive e-Certificate of Attendance (in the name of trainee) within 2 weeks via email on completion of the course.

**Q5. What is the format of the assessment? [Updated on 5 August 21]**

*a) ART Swabbing and Supervision for Built Environment*

Designed as a guided competency-based assessment, trainees are required to demonstrate ability through hands on practicum to implement Infection Prevention Controls process as part of supervision of the in-house ART operations. There is no written assessment.

*b) ART Self-Swab Supervision for Built Environment (Non-Construction Worksite)*

Trainees will undergo guided formative quizzes built into the sessions to check on their knowledge and understanding of relevant segments of the course. There is no end-of-course assessment for this course.

**Q6. My supervisors are not proficient in English. Will the course be conducted in other languages?**

The course will only be conducted in English. Hence, company should only register site supervisors who have reasonable proficiency in English for the course.

**Q7. How do I know if my appointed supervisor has passed/completed the course? [Updated on 5 August 21]**

On successful completion of the respective course, an electronic-Certificate of Successful Completion or electronic-Certificate of Attendance will be issued to the company representative provided at time of registration respectively.

**Q8. If my appointed supervisor failed the course, what will happen? Will it affect my work deployment at the site? [Updated on 5 August 21]**

If the trainee failed the course assessment, the trainee would need to register for the course\* again. This is to ensure that the trainee can be guided again to fulfil competency required to supervise in-house ART operations at the worksite. Work deployment at the site will not be affected if the company meets the regulatory requirements for work at site.

*\*Only applicable for "ART Swabbing and Supervision for Built Environment" course*

**Q9. Why is there a limit to the number of ART supervisors I can register for the course? How do I know I have successfully registered for the course? [Updated on 25 October 21]**

To allow a broader participation from project sites, training places will be prioritised for up to 2 ART supervisors per project reference for company with construction worksites.

For company with non-construction premises, since the course is conducted fully online, they can register for as many ART supervisors as practicable for the course.

**Q10. How do I pay for the course? When must I pay? [Updated on 25 October 21]**

Payment can be made at the time of course registration. Course fee must be paid to Building and Construction Authority before the course commencement by eNETS or GIRO only.

**Q11. How do I feedback for issues related to course schedule, course confirmation, e-Certificate?**

For such issues, you can feedback at <https://go.gov.sg/ART-requestform>

**Q12. Is the course compulsory for all worksites? [Updated on 5 August 21]**

Yes, it is compulsory for all construction worksites (including DfMA suppliers and ready-mix concrete companies) and non-construction premises to implement in-house ART swab testing

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regime from 20 August 2021 in stages. Please refer to <https://go.gov.sg/bca-art> for more details.

The appointed ART supervisors are required to attend and pass one of the recognised courses below:

Company Type	Course Provider	Course Name	Remarks
<b>a) Company with construction worksites</b>  <i>(include DfMA suppliers &amp; ready-mix concrete companies)</i>	i) BCA Academy	ART Swabbing and Supervision for Built Environment	To attend and pass one of these recognised courses
	ii) HMI Institute of Health Sciences	Supervisory Training in Swabbing Operations	
<b>b) Company with non-construction premises</b>	i) BCA Academy	ART Self-Swab Supervision for Built Environment (Non-Construction Worksite)	To attend and complete the course

**Q13. What should we do if we are unable to send ART supervisors to complete the ART supervisory training before the mandatory ART implementation dates? [Updated on 27 Aug 2021]**

Your company should still implement ART for your workers by the mandatory ART implementation date, and send your ART supervisors for training at the earliest available date. In the meantime, you can refer to the resources on the BCA website to assist you with the ART implementation: <https://www1.bca.gov.sg/COVID-19/art/steps-to-implement-art>

**Q14. Can I deploy my ART supervisors at construction worksites as ART supervisors for Construction Account Workers (CAWs) working at non-construction worksites? [Added on 11 Aug 2021]**

ART supervisors who completed and passed the assessment for “ART Swabbing and Supervision for Built Environment” course can be deployed as ART supervisors for CAWs working at non-construction worksites. However, appointed ART supervisors who only completed the “ART Self-Swab Supervision for Built Environment (Non-Construction Worksite)” course cannot be deployed as ART supervisors at construction worksites.



**Q15. Must all workers deployed to do ART on worksite undergo these courses? Can we send 1 to 2 workers to attend the course and they train other workers? [Updated on 5 August 21]**

It is not necessary for workers to attend these courses. Only the company-appointed ART supervisors will need to attend the respective course to be able to oversee the implementation of ART operations, and to guide workers to conduct in-house ART on site.

**Q16. After completing the courses at BCA Academy, can the ART supervisor perform polymerase chain reaction (PCR) swab operation at the worksite? [Added on 5 August 21]**

No. These courses do not train the ART supervisor to execute any form of polymerase chain reaction (PCR) swab operation at worksite.

**Q17. Is the course “Supervisory Training in ART Self-Swab (Synchronous E-Learning)” offered by HMI Institute of Health Sciences recognised for construction sector’s in-house ART operations at worksite? [Updated on 5 August 21]**

This course will not be recognised for in-house ART operations for built environment as it is designed for workers who work in places where there are unmasked clients or patrons, or where there is prolonged contact between individuals. This includes sectors such as dine-in food-and-beverage (F&B) establishments; Personal-care service providers such as spas, saunas, massage establishments, hairdressers and those offering facial, nail, or make-up services; Gyms and fitness studio where clients are unmasked.

For in-house ART operations at worksite, only the 3 courses listed in Question 12 will be recognised.

**Q18. How do I create BCA Academy Online StoreFront (OSF) account? What if I have forgotten my password for OSF? How can I reactivate my OSF account? [Added on 5 August 21]**

An OSF account can be created at [www.bcaa.edu.sg/OSF](http://www.bcaa.edu.sg/OSF)

For self-help submission on account/password related issue, please note the following and refer to the screenshot below:

- a) Username retrieval - This request can be submitted via the OSF system:
  - After submission, a system-generated email notification will be sent to your registered email informing you of your username
  - Please check your email’s spam/junk folder as it may be possible that the email notification is received in this folder

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b) Password reset – This request can be submitted via the OSF system:

- After submission, you will receive a system-generated email that will allow you to reset your password
- Please check your email's spam/junk folder as it may be possible that the email notification is received in this folder
- Your password must have minimum 12 characters comprising at least 1 upper case character, 1 lowercase character; 1 numeric, and 1 special character (e.g. %&#@)

*[Note: If you forgot both username and password, please ensure that you retrieve username first, then reset password]*

c) Expired/suspended account – If you have not log in to your OSF account for an extended period (i.e. inactive/expired account); or attempted to log in with multiple tries of incorrect password (i.e. suspended account), in such scenario:

- A pop-up window will appear indicating your account is expired/suspended
- Please allow 120 minutes for the system to be reactivated at the backend and log in thereafter
- If you are still unable to log in after this period, please email to [BCA\\_Academy\\_OSF@bca.gov.sg](mailto:BCA_Academy_OSF@bca.gov.sg) [with your username and UEN number (for company account only)]
- Due to the surge in such requests, we seek your understanding and patience while we process your requests

For username retrieval/password reset, please visit:

<https://eservices.bcaa.edu.sg/registration/#/Login>

