

A. WORKFLOW [Updated/Added on 5 November 21]

Important Note:

1. From 8 November 2021, ART training is no longer a mandatory requirement under the Fast and Easy Testing (FET) Rostered Routine Testing (RRT) regime. However, companies that are keen to continue registering the ART supervisors for the courses will still be able to register for the respective courses accordingly.
2. Please ensure you are applying for the relevant course:

Company Type	Course to register	Course format	Important information must be provided accurately
a) Company with construction worksites <i>(include DfMA suppliers & ready-mix concrete companies)</i>	ART Swabbing and Supervision for Built Environment <i>[Course code: 80073]</i>	<ul style="list-style-type: none"> • Day 1 - Theory lesson via Zoom • Day 2 - Practical lesson @ BCA Academy <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"> • Project reference number ii) <u>For DfMA suppliers/ready-mix concrete companies)</u> <ul style="list-style-type: none"> • UEN Number
b) Company with non-construction premises	ART Self-Swab Supervision for Built Environment (Non-Construction Worksite) <i>[Course code: 80077]</i>	<ul style="list-style-type: none"> • via Zoom 	i) UEN number

3. Please check and ensure that information provided is correct and accurate to ensure applications can be processed successfully.
4. 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 worksites: [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 worksites (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. Is the course compulsory for all worksites? [Updated on 5 November 21]

As most individuals are now familiar with ART self-swabbing and companies have the option to conduct virtual ART supervision instead of on-site ART supervision, from 8 November 2021, it is not compulsory for all construction worksites (including DfMA suppliers and ready-mix concrete companies) and non-construction premises to register their ART supervisors for these courses. Please refer to <https://go.gov.sg/bca-art> for more details.

Q2. I have already registered and paid for the course, but I have not attended the course yet. Can I withdraw and request for course fee refund if I have not attended the course since it is not a mandatory requirement for me to attend the ART training from 8 November 2021? [Added on 5 November 21]

If you have already registered and paid for the course but have not attended the course yet, you will receive an email notification about the cancellation of class and refund details. In anticipation of the high volume of request, please note that it may take up to 3 months to process the refund.

Q3. What are the objectives of the courses? [Updated on 5 November 21]

- 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.

Q4. Who should attend the course? What are the criteria to attend the course? [Updated on 5 November 21]

Companies that are keen to register ART supervisors for the course should appoint 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:

FAQ for Antigen Rapid Test (ART) Courses for Built Environment
(Updated as at 5 November 2021)

- 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)¹ currently on RRT and working on non-construction premises (e.g. renovation, lift and escalator installation works, minor works, repair and re-decoration works)

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
a) From construction worksites <i>(include DfMA suppliers & ready-mix concrete companies)</i>	Required	Required	Required (for practical lesson)
b) From non-construction premises	Required	Not applicable	Not applicable

Q5. 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
a) Company with construction worksites <i>(include DfMA suppliers & ready-mix concrete companies)</i>	\$250.00	https://go.gov.sg/ART-register
b) Company with non-construction premises	\$90.00	https://go.gov.sg/ART-register-nonworksite

Note: Course fee subsidy is not available.

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

Q6. 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.

Q7. 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.

Q8. 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.

Q9. 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.

Q10. If my appointed supervisor failed the course, what would 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*

Q11. 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.

Q12. 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>

Q13. 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.

Q14. 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 November 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 if the company wishes to do so. From 8 November 2021, ART training is no longer a mandatory requirement under the Fast and Easy Testing (FET) Rostered Routine Testing (RRT) regime.

Q15. 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.

Q16. 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.

Q17. 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

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

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 [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>

