



## Specialist Diploma in **LEAN CONSTRUCTION**

**5th Intake:** January / February 2019  
**Duration:** 5 mths lesson + 4 mths Final Project  
**Frequency:** 2 evenings per week  
**Venue:** BCA Academy  
**Fee** (incl. GST): S\$6,000 (before subsidy)  
For eligible candidates, WTU Funding is available:  
• Up to 90% for Singaporeans / PRs  
For more details, visit [www.bca.gov.sg/manpower/wtu.html](http://www.bca.gov.sg/manpower/wtu.html)

Eligible for  
SkillsFuture Study  
Award/Credit  
(T&C apply)

Drawing from the lean principles originally applied in manufacturing sector, lean construction adopts production management approach to project delivery. It strives to optimise project delivery through continuous improvements to minimise waste and maximise values to all stakeholders.

This programme aims to equip industry practitioners with the knowledge of lean principles, lean construction approaches and methodologies for higher productivity.

### CPD POINTS

PEB: Pending  
BOA-SIA: Pending  
IES-ACES: Pending (RTOs/REs)

### CONTENT

- Learning from Toyota - The Toyota Story
- 14 Principles of Toyota Way
- Lean Principles for process improvement
- Lean Tools for minimizing waste in construction
- Transforming into lean enterprise
- Final Project (to be submitted within 4 months from the end of the 5-month lessons)

## ENTRY REQUIREMENT

Applicant must meet the following requirements:

- degree / diploma / equivalent qualification; and
- at least 3 years of working experience in the built environment or related fields, with background as project manager, construction manager, consultant or construction professional preferred.

*Note: Applicants with relevant working experience but do not fulfil the above requirements will be reviewed on a case-by-case basis. All students must have computer or handphone access to BCAA student portal.*

*Applicant with degree or diploma qualification obtained in a country 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 who achieved the ESS Workplace Literacy Test Level 6 issued by Singapore Workforce Development Agency (WDA) is not required to take the EST.*

## WHO SHOULD ATTEND

This Specialist Diploma Programme is designed for all built environment professionals.

## AWARD OF CERTIFICATE

A participant must attain at least 75% of physical attendance. As this is a 100% in-course continuous assessment programme, those who successfully complete all assignments and projects to acceptable standards will be awarded the Specialist Diploma in Lean Construction.

## SKILLSFUTURE FUNDING

**SkillsFuture Study Award** - Up to S\$5,000 is available for eligible candidates. For more details, visit [www.skillsfuture.sg/studyawards/built-environment.html](http://www.skillsfuture.sg/studyawards/built-environment.html).

**SkillsFuture Credit** - The credit can be used to pay for the course fee approved by SkillsFuture SG (SSG) as listed in the SkillsFuture Credit directory ([www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)). To utilise the SkillsFuture Credit, applicant will need to:

- indicate in section 1 of the application form; and
- apply in person at BCA Academy, 200 Braddell Road, Singapore 579700 Academic Tower, Student Services Centre at Level 6.

Submit the completed application form and supporting documents (listed under Entry Requirement) to

## HOW TO APPLY

Submit the completed application form and supporting documents (listed under Entry Requirement) to [Li\\_Huiwen@bca.gov.sg](mailto:Li_Huiwen@bca.gov.sg).

For enquiries, please call **6248 9999** or email to [bca\\_academy@bca.gov.sg](mailto:bca_academy@bca.gov.sg)

## WITHDRAWAL

If the notice of withdrawal is received by BCA Academy at least 14 days before the programme commencement date, 10% of the full programme fees will be forfeited. If the notice of withdrawal is received by BCA Academy less than 2 weeks but more than 3 working days before the programme commencement date, 25% of the full programme fees will be forfeited. If the notice of withdrawal is received by BCA Academy 3 working days or less before the programme commencement date, 100% of the full programme fees will be forfeited. Applicants will be required to top-up the short-fall in funding amount if nett fee is paid upfront.

## DEFERMENT

If the application for deferment is received by BCA Academy at least 14 days before the course commencement date, an administration fee of 10% of the original course fee is chargeable. If the application is received by BCA Academy less than 14 days but more than 3 working days before the course commencement date, an administration fee of 25% of the fee is chargeable. No deferment is allowed if the notice is received by BCA Academy 3 working days or less before the course commencement date. Under this circumstance, the case will be treated as a withdrawal unless the registered participant decides to proceed with the original course. Successful applicants can defer only up to one intake.

# APPLICATION FORM: Part-time Programme Only

Programme Applied: \_\_\_\_\_

For Official Use	
Full Programme Title:	
Programme Code:	Course Start Date:

*\*Incomplete application will not be processed. Please enclose a copy of Academic Qualification and NRIC/ FIN. All fields are compulsory.*

For Official Use	Yes	No
Meet Requirements		
EST		
Processing Officer	Evaluating Officer	Approving Officer

79011.031018.0001

## 1. PERSONAL PARTICULARS

Name: (as in Passport/NRIC)			NRIC / FIN No:	
Nationality:		Place of Birth:		IC Type: <input type="checkbox"/> Pink <input type="checkbox"/> Blue <i>*For Singaporeans / PR Only</i>
Race:		Date of Birth: (DD/MM/YYYY)		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Personal Email*:				
<small>*Mandatory field because access to student portal will be given to this email address</small>				
Alternative Email:			Singapore Mobile No.:	
Singapore Address:			Postal Code:	
<p><b>Please indicate if you are a Professional Engineer (PE), Registered Architect, Resident Engineer (RE) or Resident Technical Officer (RTO):</b></p> <p><input type="checkbox"/> Yes, Registration No.: _____ <input type="checkbox"/> No</p> <p><b>Please indicate if you are Self-sponsored or Company-sponsored Applicant</b> (Please tick accordingly)</p> <p> <input type="checkbox"/> <b>Self-sponsored Applicant</b> <input type="checkbox"/> <b>Company-sponsored Applicant</b> (Please complete Section 2)         </p> <p> <input type="checkbox"/> SkillsFuture Study Award           <input type="checkbox"/> SDF TG No.: _____         </p> <p> <input type="checkbox"/> SkillsFuture Credit           <input type="checkbox"/> WTU Funding Reference No.: _____ <small>* whichever is applicable</small> </p>				

## 2. COMPANY INFORMATION (For Company Sponsored Applicant only)

Company UEN No.:			GST Registered Company:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name:				
Company Address:				
		Postal Code:		
Contact Person Name:			Contact Person's No.:	
Contact Person's Designation:		Contact Person's Email:		

## 3. PRESENT AND PREVIOUS EMPLOYMENT Please list in chronological order with the latest first.

Company	Designation	Duration (MM/YY)	Job Description
		From	
		To	
		From	
		To	
		From	
		To	

**4. QUALIFICATIONS (Highest Academic and Technical Qualifications)** Please list in chronological order with the latest first.

From MM/YYYY	To MM/YYYY	Qualifications	Institution	Country

**5. SUBJECT/MODULE EXEMPTIONS** (Applicable to SDCP, SDMM and SDVDC)

**Specialist Diploma in Construction Productivity** (please tick if you have the following certificates)

- ☐ Advanced Certificate in Construction Productivity  
☐ Certificate in Construction Productivity Management

**Specialist Diploma in MEP Modularisation** (please tick if you have the following certificates)

- ☐ Specialist Diploma in M&E Coordination  
☐ Certification Course in BIM Modelling (MEP Track)  
☐ Certification Course in BIM for MEP Coordination

**Specialist Diploma in Virtual Design & Construction** (please tick if you have the following certificates)

- ☐ Diploma in Construction Information Technology  
☐ Specialist Diploma in BIM  
☐ Certification Course in BIM Management

**IMPORTANT:** Photocopies of the certificates listed above must be attached together with the application form in order to qualify for course fee with exemptions.

**6. How did you find out about BCA Academy and its programme? (Please tick accordingly)**

- ☐ Friends ☐ Newspaper ☐ Website ☐ Others (please specify) \_\_\_\_\_

**7. DECLARATION**

- I declare that the particulars given are true and correct to the best of my knowledge. I am aware that my application does not guarantee admission and agree to allow BCA to disclose to other government agencies and/or the Government any information relating to me in connection with, arising from or relating to this application, including but not limited to my personal particulars and my test results.
- I hereby agree that if any information provided or declarations are found to be untrue before or after an offer has been made, BCA Academy has the right to reject the application or dismiss the student without refund of school fees.
- I also consent BCA, BCA Academy, BCA's employees and agents, Ministry of National Development to access and use the information relating to me, in connection with, arising from or relating to this application and application for funding including but not limited to personal data and test results for the purpose of processing this application and conducting the course and reasonably related matters thereto.
- I consent to BCA, BCA Academy, BCA's employees and third parties authorised by BCA contacting me via my contacts (including email addresses and mobile numbers) to market future courses, seminars, conduct surveys, circulate publications (i.e. magazines, periodicals etc).
- I consent to BCA, BCA Academy and BCA's employees transferring my personal data to relevant overseas third party recipients for the purpose of processing this application and reasonably related matters thereto. BCA has entered into a non-disclosure agreement with the abovementioned overseas third party recipient.
- If you wish to withdraw your consent to any use or disclosure of your personal data as set out above, you may contact us. Please note that if you withdraw your consent to any or all or disclosure of your personal data, depending on the nature of your request, we may not be in a position to continue to provide our services to you. Such withdrawal may also result in the termination of any agreement you may have with us. Our rights and remedies are expressly reserved in such event.
- Funding and subsidies offered by BCA or third party organisations for the courses are subject to approval. The company must apply for funding and subsidies. BCA is not to be held liable and the company agrees to pay BCA Academy 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.

Name: \_\_\_\_\_

Signature / Date: \_\_\_\_\_

\*Company / Individual Applicant

Company Stamp (For company application)

Funding and subsidies offered by third party organisations for BCA Academy courses and programmes under the SkillsFuture SG (SSG), Workforce Training and Upgrading Scheme (WTU), Skills Re-development Programme (SRP) and other relevant schemes or programmes, are subject to approval. BCA Academy is not to be held liable if funding and subsidies are either granted at a reduced amount or not granted at all. Further, BCA Academy reserves the right to amend the details of any course or programme, revise the course or programme fees without prior notice, cancel or postpone the course or programme and change the venue of the course or programme.

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](http://www.bcaa.edu.sg) or email to [alumni@bcaa.edu.sg](mailto: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](http://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.

200 Braddell Rd S579700 • Fax: 6258 0558 • Email: [bca\\_academy@bca.gov.sg](mailto:bca_academy@bca.gov.sg) • [www.bcaa.edu.sg](http://www.bcaa.edu.sg)

**B C A A C A D E M Y**