

Graduate Certificate in Workplace Safety and Health

Introduction

Under the Workforce Skills Qualifications (WSQ) framework for Workplace Safety & Health (WSH) Professionals, developed by the Workforce Development Agency (WDA) and the Ministry of Manpower, the following four levels of qualifications are offered:

- Level A - Certificate in Workplace Safety and Health
- Level B - Advanced Certificate in Workplace Safety and Health
- Level C - Specialist Diploma in Workplace Safety and Health
- Level D - Graduate Certificate in Workplace Safety and Health

BCA Academy is offering all the four levels of qualifications.

The Graduate Certificate in WSH course aims to prepare WSH officers and other WSH personnel in Construction Industry to be competent WSH Auditors or perform the role of an Advisor in WSH matters.

Course Outline

This course consists of a total of 8 Competency Units (CU), of which 5 competency units are Core modules and the remaining 3 units are Elective modules. The details of the CUs are given below:

CU 1: Manage WSH Audit Programme

Managing the establishment, implementation and monitoring of WSH audit programme.

CU 2: Advise on WSH Legal Requirements and Good Practices

Advising relevant stakeholders on WSH legal requirements, product stewardship and corporate social responsibility.

CU 3: Recommend Continual Improvement to WSH Management System

Identifying the needs for improvement of WSH management system; proposing improvements; monitoring improvements.

CU 4: ESS Communication & Relationship Management (Managerial)

Establishing effective communication platform at various levels within the organisation so that there is complete alignment and sharing of corporate visions, purpose, missions, organisational goals, and effective workplace negotiation skills.

CU 5: Conduct WSH Management System Audit

Preparing to conduct on-site audit, conducting on-site audit & preparing audit report.

CU 6: Control Industrial Hygiene Risks (Elective 1)

Assessment and control of industrial hygiene risks on air quality, air borne contaminants, noise exposure and workplace ergonomics.

CU 7: Apply Risk Assessment Tools in WSH Process (Elective 2)

Identification of risk assessment process, establishment of risk characteristics of industrial hazards and identification of quantitative risk assessment to enhance WSH process.

CU 8: Manage WSH Risks in Construction Industry (Elective 3)

Managing compliance issues in WSH legal and other requirements and the control and management of WSH risks in the construction industry.

Target Audience

This course is suitable for personnel who are engaged in WSH job functions and are likely to be in a Professional Auditing and Advisory role or current WSH officers who aspire to become WSH Auditors.

Exemption

Applicants who have already obtained Statement of Attainment (SOA) for some of the CUs of this course would be given exemption from the CUs. For Example, applicants who have completed Specialist Diploma in WSH at BCA Academy would be given exemption for CU4 & CU8. Fees for the course will be adjusted accordingly.

Applicants need to submit a copy of the SOA for the relevant CU to be exempted at the time of application.

Assessment

- Participants will be assessed individually for each CU.
- Assessment for each CU will be competency-based and may consist of Work Assignments, Project Reports, Case-studies, Role Plays, Oral/Written Questioning and Interview Sessions.
- Participants must achieve at least 75% of class attendance to be eligible for the assessment.

Certification

Participants who are certified to be competent in each CU will be awarded a Statement of Attainment (SOA). Participants who have obtained SOAs for all required CUs will be awarded a WSQ Graduate Certificate in Workplace Safety and Health.

Objective

The Graduate Certificate in WSH course aims to prepare WSH officers and other WSH personnel in construction industry to be competent WSH auditors or perform the role of an advisor in WSH matters. It is designed to equip participants with the necessary skills and knowledge in legal requirements, planning, implementation, control & reviewing of WSH management system as well as communication and relationship management at managerial level.

Details

Date:	Starting on 19 October 2010 Registration Closing Date: 20 Sep 2010
Duration:	145 hours spread over 6 months
Time:	6:30pm to 9:30pm Lessons will be conducted on 2 weekday evenings
Venue:	BCA Academy
Fee:	Full course fee with 8 CUs (Inclusive of GST) \$3,317 (Without SPUR grant) \$331.70* (With SPUR grant)

90% SPUR Funded	Full course fee with 7 CUs \$2,905.05 (Without SPUR grant) \$290.50* (With SPUR grant)
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Full course fee with 6 CUs \$2,487.75 (Without SPUR grant) \$248.75* (With SPUR grant) *Only Singapore Citizens and Singapore Permanent Residents are eligible for the grant.

Entry Requirements

Applicants must possess the following minimum qualifications (both A & B) to enrol in the course:
(A) ESS WPLN Level 7 (or) GCE "AO" Levels in English (Grades 1-6) & Mathematics (Grades 1-6)
(B) Specialist Diploma in WSH (or) at least 5 years of working experience as a registered WSH Officer.

Applicants must also submit the following documents upon enrolment:

- Copies of GCE "AO" Level (or) WPLN and Specialist Diploma in WSH results slip;
- A letter on your employment status and details; and
- A copy of NRIC / Work Permit (or) Employment Pass (for foreign worker)

Note: ESS WPLN stands for Singapore Employability Skill System's Workplace Literacy & Workplace Numeracy Skills.
For more information, please refer to: <http://wsq.wda.gov.sg/>

BCA ACADEMY
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Registration Form - Graduate Certificate in Workplace Safety and Health

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Full course fee (with 6 CUs) \$2,487.75 Without SPUR grant
\$248.75 With SPUR grant
(Please tick accordingly)

1. Personal Particulars

Name: NRIC / PP No / Work Permit No:
(in BLOCK letters & underline SURNAME)

Nationality: Date of Birth : (dd/mm/yyyy) Gender : * Male / Female

Tel /HP no.: Fax no.: Email address:

Mailing Address:

2. Contact Person Particulars

Company Name: Company UEN No : GST Registered Company : Yes / No *

Address:

Contact person: Designation:

Tel /HP no.: Fax no.: Email address:

Salary Range: Yes, I would like to receive course - seminar updates via email

3. Payment of Course Fees

Payment Mode: ¹Giro ²Cheque *Cash/Nets/Credit Card

¹ Bank Account No.:
(Should be the same bank account as indicated in the Direct Debit Authorisation form submitted to BCA Academy)

² Cheque No. dated for \$
(Cheque should be crossed, marked "Account payee only" and made payable to "BCA Academy")

Payment must be made when registering for a course to be assured of a training place. No invoice will be issued.

SPUR conditions

- Applicant must be Singaporean or Permanent Resident
- Trainee must achieve at least 75% class attendance and pass all prescribed assessments;
- Trainee must participate in the end-of-course evaluation and in follow-up surveys for the purposes of tracking his retention rate within the industry; as required by BCA;

Declaration

In the event that any of the above conditions are, in the sole determination of BCA, not satisfied, or in the event that the application for subsidy is not successful for any reason whatsoever, or in the event that WDA or BCA terminates the subsidy or recalls the subsidized amount or part thereof before, during or after the completion of the course, the trainee shall forthwith upon written request by BCA pay to BCA the full course fee or the unpaid balance thereof or any other subsidy disbursed under the Scheme.

OR

We, the applicant company, agree and undertake to pay BCA Academy the SPUR Grant amount in full if the registered trainee(s) does not satisfy or comply with the terms and conditions of the course and/or the WDA's SkillsConnect website and/or the WDA's SPUR programme or in the event that, for whatever reasons the WDA does not pay to BCA Academy that portion of the course fee.

Confirmation

To confirm the reservation, payment will have to be made before the course date via cheque, VISA or Nets/cash. No invoice will be issued. Please inform us in writing of any change in your registration, which is subject to administrative charges as shown below:

Request for Replacement and/or withdrawal

- Request for replacement in writing must reach BCA Academy before the commencement date: No administrative charge.
- Request for withdrawal in writing must reach BCA Academy at least 2 weeks before the launch date: 90% refund of course fee.
- Request for withdrawal in writing must reach BCA Academy less than 2 weeks but more than 3 working days before the launch date: 75% refund of course fee.
- Request for withdrawal in writing must reach BCA Academy 3 working days or less before the launch date: No refund of course fee.

BCA Academy reserves the rights to amend the course details or cancel the course and fully refund the participants should unforeseen circumstances warrant it.

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Name/Signature (*Company / individual applicant)

Company Stamp
(For company application)

Enquiries

For enquiries, please call 6248-9999 / 6248-9843
or email us at bca_academy@bca.gov.sg

For details of other seminars and courses, please visit our website @ www.bcaa.edu.sg

Registration

Seats are limited, registration is on a first-come, first served basis. Training places will be confirmed upon the payment of the course fees before the commencement date. Please fax application form to 6258-0558. Cheques with original application and supporting documents should be mailed to **BCA Academy, 200 Braddell Road, Singapore 579700**



BCA ACADEMY
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