

CONTINUING EDUCATION & TRAINING (CET) FOR BCA REGISTERED CONTRACTORS

In line with the objective of the National Productivity and Continuing Education Council, the construction industry needs to build up professional capability to help firms take on more complex projects and be more adept in incorporating latest technological advances and best practices into their work processes.

2. To reinforce the importance of growing a knowledge workforce and the need for continuous capability development, the BCA Contractors Registration System (CRS) has introduced a continuing education and training (CET) requirement for the required 24 and 12 registered professional and technical personnel (P&T) of A1 and A2 contractors respectively.

3. In order to retain their respective grades (i.e. A1 and A2), each registered personnel is required to complete 14 hours of structured CET courses annually over a 12-month period from 1 Nov to 31 Oct (of the next calendar year).

4. The focus of the CET requirement will be on construction engineering, construction technology and construction management organised by professional and tertiary institutions. BCA will accept all structured training courses conducted by BCA Academy and courses endorsed by the Board of Architects (BOA) and Professional Engineers Board (PEB) where CPD (continuing professional development) points / PDU (professional development units) are given. All other local engineering-gearred structured training courses by other training providers such as local education institutions and member associations of the Construction Industry Joint Committee (CIJC) may also be considered but subject to BCA's review and approval.

5. During the submission of CET records each year, each Grade A1 and A2 firms will be required to include an endorsement letter by a verifying firm¹ to verify that all their P&T (with EP or S-Pass) that it is submitting to meet the CET requirement have remained in Singapore for at least 183 days during the CET qualifying period (from 1 Nov of preceding year to 31 Oct of each year e.g. 1 Nov 2013 to 31 Oct 2014).

6. All personnel are required to maintain their CET records and submit annual declarations to the BCA Contractors Registration System in a prescribed declaration forms (Form CRS011 and Form CRS013). The declarations shall reach BCA, through the firms, latest by 30 Nov each year. All personnel must retain the documentary evidence (e.g. course enrolment record, transcripts and certificate of attendance) for a period of at least 2 years as BCA may request selected firms to produce them for verification.

7. If you have any queries, you can email bca_ebacs@bca.gov.sg or call our hotline at 1800-342 5222.

Note (1): Verifying firm can be a financial auditor, legal firm incorporated in Singapore or credit-rating agency incorporated in Singapore

FREQUENTLY ASKED QUESTIONS (FAQs) ON THE BCA CONTRACTORS REGISTRY CONTINUING EDUCATION & TRAINING (CET) REQUIREMENT

1. What are the objectives of the CET requirement?

In order to develop the workforce capabilities and in the adoption of new technologies as the industry is propelling forward, CET seeks to upgrade PMETs through specialized or postgraduate courses in key strategic areas.

2. What is the CET requirement that the personnel have to satisfy?

The minimum number of registered Professional and Technical personnel (P&T) (corresponding to the registration head and grade) has to obtain a minimum of 14 hours of structured training annually over a 12-month qualifying period from 1 Nov to 31 Oct (of the next calendar year). The focus of the CET would be on construction engineering, construction technology and construction management. CET hours can be earned by participating in training courses (e.g. seminars, workshops, conferences) endorsed by the Board of Architects or the Professional Engineers Board and courses conducted by BCA Academy as well as those accepted by the BCA Contractors Registration System (CRS).

3. Where can I find the list of courses accepted for CET?

The lists of accepted courses are available on the websites below:

Board of Architects: <http://www.sia.org.sg/>
[under Events > CPD Events]

Professional Engineers Board: <http://www.peb.gov.sg/>
[under Course Organisers > Calendar of CPD Events*]

BCA Academy: <http://www.bcaa.edu.sg>

Note (*): If you wish to know what are the available courses that have been endorsed, provide the time duration and the system will displayed the list of endorsed courses.

4. What are the documents required to be submitted and when should the documents be submitted?

Reminder letters will be sent out on 1 Oct of each year to all A1 and A2 firms on the submission of CET records, to require them to submit the following documents by 1 Dec of the year:

- Form CRS011 (Declaration of courses attended by P&T during CET qualifying period)
- Endorsement letter by a verifying firm¹ to verify that all P&T (with EP or S-Pass) that is has submitted for CET requirement have remain in Singapore for at least 183 days during CET qualifying period
- Form CRS013 (Personnel acknowledgement for upcoming CET qualifying period)

Form CRS011 and CRS013 can be downloaded from this link: http://www.bca.gov.sg/ContractorsRegistry/contractors_applnforms.html

Note (¹): Verifying firm can be a financial auditor, legal firm incorporated in Singapore or credit-rating agency incorporated in Singapore

5. If I have taken a course that is not endorsed by the Board of Architects or Professional Engineers Board and/or recognised by the BCA Contractors Registration System, could that course still be recognised for the fulfilment of the CET requirement?

Local engineering–geared courses may be considered but subjected to BCA’s review and approval. Registered personnel will have to write-in to CRS with the necessary justification, accompanied by the course brochure/syllabus, for consideration on a case-by-case basis.

6. What is the equivalent CET hours corresponding to the CPDs / PDUs?

CET hours is not equivalent to CPDs / PDUs. CET hours is the time taken in attending training courses. A recommended approach is to attend 2 full-days of training courses annually to fulfill the 14 hours of CET requirement.

7. How do I calculate the CET hours?

7a. For full day course, the CET hours will be based on the following calculation:

CET hours = Total number of training hours per day – (lunch break: 1 hour)

Example 1: Technical personnel attending a structured training from 9am – 5pm

CET hours = (Total number of training hours per day: 8 hours) – (lunch break: 1 hour)
 = (8 – 1)
 = 7 CET hours

7b. For half day courses, the CET hours will be based on the following calculation:

CET hours = Total training hours

Example 2: Technical personnel attending a structured training from 6pm - 9pm

CET hours = (Total training hours: 3 hours)
= 3 CET hours

8. What if my P/T personnel resign and join another company?

As CET hours are attributed to the personnel and not the firm, any personnel can “bring along” their CET hours if they resign and join another firm. The firm should re-register another P/T personnel to fulfil the minimum personnel resources corresponding to the registration head and grade. Exemptions might be granted for newly registered (or newly replaced) P/T personnel (please see FAQ11 below).

9. If I have obtained more than 14 hours within a qualifying one-year period, can I carry over the excess hours to another year?

Should any personnel exceed the annual CET requirement in any one 12-month qualifying period, a maximum of 14 hours from the excess structured training can be carried forward to the next qualifying period.

10. What happens if I have not obtained sufficient hours to meet the CET requirement for the year?

Personnel can undertake to make up for the shortfall in the subsequent qualifying period (i.e. the following 12-month qualifying period) by providing reasons for failure to meet the requirement. However, the hours obtained by the personnel to make up for the shortfall cannot be used to meet the CET requirement for the subsequent qualifying period.

If personnel fail to make up for the shortfall by the end of the subsequent period, he will be barred from representing any CRS firms for a period of one year. The firm will have to submit new personnel to meet the minimum number of registered P&T requirements (corresponding to the registration head and grade).

11. Are there any exemptions to the CET requirement?

Newly registered (or newly replaced) P&T of CRS contractors are exempted from the CET requirement during their first annual submission. For example, a fresh graduate who joined a company on 15 March 2011 (to replace another registered personnel) is exempted from the CET requirement till 31 Oct 2011. Nevertheless, the newly registered (or newly replaced) personnel will have to submit his declaration form and indicate accordingly.

This exemption shall not apply to P&T who have already been working for registered A1 or A2 contractors within the last 12 months. For example, personnel who have been working for Company X (A2 grade) since 1 Nov 2010 but resigns to join Company Y (A1 grade) on 15 March 2011, he or she is still subjected to the CET requirement.

12. How can I represent my company for CET program?

The personnel is required to submit the completed Form CRS013 (through his company) in order to be eligible to represent the company for the qualifying CET period from 1 Nov to 31 Oct.

Companies are required to submit this form to BCA annually prior to the commencement of the next CET qualifying period. A copy of the form can be obtained from BCA Contractors Registry or BCA's web site at

http://www.bca.gov.sg/ContractorsRegistry/others/CET_Personnel_Acknowledgement.doc

13. How do I report my CET records?

The onus of maintaining CET records is the responsibility of the P&T. The P&T will need to declare on Form CRS011 showing the hours obtained during the 12-month qualifying period from 1 Nov to 31 Oct (of the next calendar year). Registered P&T must submit the form to the BCA annually through their firms latest by 30 Nov of each year. A copy of the form can be obtained from BCA Contractors Registry or BCA's web site at

http://www.bca.gov.sg/ContractorsRegistry/others/CET_Declaration.doc

14. Do I need to send the documentary proof to BCA for the courses that I have attended to meet the CET requirement?

You do not need to submit documentary evidence each time you have attended a course. You also do not need to submit documentary evidence together with your declaration.

However, you should retain the documentary evidence for a period of at least 2 years. BCA Contractors Registry will conduct random verification each year and you may be

asked to produce documentary evidence of your CET participation during the particular period. The documentary evidence may take any one of the following forms:

- a) Transcript;
- b) Course enrolment record;
- c) Receipts;
- d) Certificate of attendance;
- e) Attendance list from course organiser.

15. Why must my P&T with EP or S-Pass remain in Singapore for at least 183 days?

We have received feedback that some Grade A1 and A2 firms did not station their P&T in Singapore after obtaining their EP or S-Pass. Hence, there is no level playing field for A1 and A2 firms tendering for big construction projects. The 183 days is to ensure that all A1 and A2 firms meet the requirement that their technical personnel employed full-time must be stationed in Singapore.

16. Besides my financial auditor, are there any other agencies that can verify P&T (with EP or S-Pass)?

Besides financial auditor, BCA will accept verification from either legal or credit rating firms incorporated in Singapore

17. What happens if my company did not submit the endorsement letter by company's verifying firm?

The company that fails to submit the endorsement letter by 1 Mar, could be downgraded or deregistered depending on the number of valid P&T left in the company.
