

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 Registry has introduced a continuing education and training (CET) requirement for the required 24 and 12 registered professional (P) and technical (T) personnel of A1 and A2 contractors respectively.

3. The CET requirement has been implemented since 1 Nov 2010. 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). BCA will be granting a one-year grace period (i.e. 1 Nov 2010 to 31 Oct 2011) during the first year of implementation.

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 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 training courses by other training providers such as local education institutions and member associations of the Construction Industry Joint Committee (CIJC) will have to be recognised by BCA.

5. All personnel are required to maintain their CET records and submit annual declarations to the BCA Contractors Registry in a prescribed declaration form (downloadable from BCA website). 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.

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

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/Technical (P/T) personnel (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 as well as those accepted by the BCA Contractors Registry.

3. Where can I find the list of courses endorsed by the Board of Architects or the Professional Engineers Board?

The list of endorsed course is available on the website 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]

4. 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 Registry, could that course still be recognised for the fulfilment of the CET requirement?

Registered personnel will have to write-in to BCA Contractors Registry with the necessary justification, accompanied by the course brochure/syllabus, for consideration on a case-by-case basis.

5. 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.

6. 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 FAQ9 below).

7. 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.

8. 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 P/T personnel to meet the minimum number of registered P/T personnel requirements (corresponding to the registration head and grade).

9. Are there any exemptions to the CET requirement?

Newly registered (or newly replaced) P/T personnel 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 personnel who have already been working for registered A1 or A2 contractors within the last 12 months. For example, a P/T 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.

10. 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/contractors_applnforms.html

11. How do I report my CET records?

The onus of maintaining CET records is the responsibility of the P/T personnel. The P/T personnel 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 personnel 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/contractors_applnforms.html.

12. 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.
