

**From:** Bernice Ang (BCA) <[Bernice\\_Ang@bca.gov.sg](mailto:Bernice_Ang@bca.gov.sg)>  
**Sent:** Monday, November 11, 2024 9:38 AM  
**Cc:** Gurudas BASU (BCA) <[Gurudas\\_BASU@bca.gov.sg](mailto:Gurudas_BASU@bca.gov.sg)>  
**Subject:** [BCA Academy Diploma Internship Programme : 21 April - 19 September 2025]  
**Interest request by 24 November 2024**

**Dear BCAA Industrial Partners**

**BCAA industrial diploma attachment programme (21 April - 19 September 2025)**

The Building & Construction Authority Academy (BCAA), a training arm of the BCA, conducts three full-time diploma programmes. These 3-year full-time programmes aim to equip students with the relevant construction skills and knowledge to fulfil industry needs. Our diploma students comprise of Singaporeans, Singapore Permanent Residents and international students.

Towards the end of their diploma programme, our students are required to undergo a 22-week Industrial Attachment (IA) programme with a company that is in the built environment. The practical attachment will help equip our students with hands-on experience and adapt them into our workforce quickly after their graduation.

The next IA programme is scheduled from **21 April - 19 September 2025**.

Our full-time diploma students participating in the IA programme are from the following programmes:

1. Diploma in Digital Engineering (formerly known as Diploma in Construction Information Technology)
2. Diploma in Construction Engineering

You may refer to attached PDF “20220701\_BCAA Diploma Programmes\_R3.pdf” for more information on the programmes.

Here are some things to note:

Item	Details
Letter of Consent from MOM	<ol style="list-style-type: none"><li>1. Our international students need a Letter of Consent (LOC) from the Ministry of Manpower to enable them to perform their internship.</li><li>2. The school, BCAA, will apply the LOC on behalf of participating IA companies; a copy of which will be given to the student.</li><li>3. Student will be informed to send the LOC to companies once their I.E placement is confirmed and the LOC has been approved by MOM.</li><li>4. Please note that participating companies <b>will NOT</b> be required to apply for any training work permits (TWP) and other passes for our international students.</li></ol>

	5. As the LOC will be applied in batches by BCAA (E.g. Batch 1 will be sent to MOM in mid-March and Batch 2 will be sent in early April), we appreciate your patience for the LOC. The process time takes about 2 weeks from MOM.
Allowance	Students on attachment training should be paid a minimum monthly allowance of \$800.00.  This is to cover their transportation to & fro to a single worksite as well as meal costs. Should their work scope require travelling to multiple sites during work hours by themselves, we encourage the IA company to reimburse the interns accordingly.
CPF Contributions	1. CPF contribution is payable for Singaporean and Singapore PR interns as we are not subsidized by MOE.  2. CPF is non-payable for international interns.
More information could be found in the attached PDF “20241106_Diploma Internship Terms and Conditions_R2.pdf”	

We sincerely appreciate it if the company could consider providing placement(s) for our students for the IA.

Your participation in our IA programme will certainly help create a bigger and better pool of supervisory and technical construction personnel for the construction industry.

If your company is interested to participate in our IA programme, please fill up the form here at **by 24 November 2024.**

The form will be deactivated after 24 November 2024.

Thank you.

I.A Team (Mr Gurudas Basu, Ms Bernice Ang)

## **1. DIPLOMA IN DIGITAL ENGINEERING - DDE**

This programme produces students with capabilities and attributes to develop building drawings and documentation conforming to industry standards and practices through the use of Building Information Modelling (BIM). They will be able to analyse design of building by integrating various building services and applying productive design and construction coordination through BIM solution and manage data integrity from design to construction and facility management. Our students are trained to take up positions such as project co-ordinator in Building Information Modelling (BIM), Building Information Modeller or BIM Specialist or job roles / positions that require similar skills and knowledge.

## **2. DIPLOMA IN CONSTRUCTION ENGINEERING - DCE**

The programme focuses on structural engineering design, construction and site management of building projects. They will be able to perform designs for steel (Eurocode 3), reinforced concrete, precast and pre-stressed concrete structures (Eurocode 2) using the latest European (EU) standards and supervise construction works on site. With the adoption of BIM standards and practices, our construction engineering students are trained in BIM (Architecture), CAD as well as BIM (Structure). Our students are trained to take up positions ranging from site supervisors, site foreman, assistant project manager, batching plant supervisor, BIM modellers (structure and architecture), assistant planning engineer, assistant project engineers, assistant design engineer, building diagnosis inspector, product sales executive, site safety officers, formwork safety supervisors and assistant resident technical officers.

## TERMS AND CONDITIONS OF GRADED INDUSTRIAL ATTACHMENT PROGRAMME

### 1. Learning Objectives

When planning the internship job scope, a company should take into consideration the following objectives of the BCA Academy Industrial Attachment (IA) Programme:

- To allow interns to understand and apply discipline-specific knowledge acquired in their work environment.
- To support interns to familiarize and adapt to the working life upon graduation.
- To provide a platform for interns to demonstrate their ability to work in a team as well as independently.
- To support interns' acquisition and enhancement of interpersonal and communication skills.
- To help interns' gain professional knowledge and experience from professionals as well as general work-related processes.

### 2. Periods of Attachment

The internship attachment runs twice annually.

The duration of internship is 22 weeks.

First internship tranche	April to September
Second internship tranche	October to March

### 3. Working Hours

- It has been communicated to all interns that they are expected to follow the stipulated working hours/days of the companies to which they are attached to. However, in compliance with MOM regulations, this should not exceed 44 hours in a week. Companies, may on exceptional basis, require interns to work overtime and/or Saturday. If overtime work is required, it should be offered on a mutually agreed basis between the organisation and the student.
- If an intern is required to work overtime (i.e., more than 44 hours in a week), he/she should be given overtime pay (Please to MOM's guidelines and calculation of overtime pay) or off-in-lieu.
- Interns are not allowed to enter a negotiation with their companies regarding the allowance matters and companies should approach the BCAA IA team for further clarification or discussion.

### 4. Allowances

- We encourage companies to pay a minimum monthly BCAA IA allowance rate of \$800 per month. This is cover them their transport expenses to a single worksite and meals. Under the Employment Act, interns must be paid monthly. Allowances are to be paid directly to the students.
- CPF contribution is payable for interns with Singaporean citizenship and Singapore Permanent Residency status.

## 5. Attendance

It is compulsory of interns to complete their IA Programme. All interns are required to have their Attendance Form endorsed by the company supervisor every week.

### A. Medical Leave

If the intern is sick, he/she is expected to inform the company supervisor and see a medical doctor. He/she is required to present a valid medical certificate to the company supervisor for endorsement. A duplicate copy of the medical certificate should be attached to their Attendance Sheet.

### B. Compassionate Leave

In the case of compassionate leave, interns are expected to present a copy of the death certificate to the company supervisor and attached another copy to their Attendance Sheet. This is only allowed for the bereavement of parents, grandparents, and siblings only for a maximum of 3 days only.

### C. Annual Leave

Interns can be considered as being under a contract of service if he/she is performing work and have work arrangements like take of a regular employee in the organization. Companies are strongly encouraged to give interns annual leave in accordance with their human resource policies.

Based on the Employment Act that provides 7 days of annual leave pro-rated based on the number of months of service completed, after an employee has served a minimum period of 3 months.

This works out to approximately 3 days for a 22-week internship period.

Interns are expected to inform all supervisors of his/her absence via a phone call or an email at the earliest possible opportunity. Annual leave is subjected to the approval of the Company's supervisor, in consultation with the school's supervisor.

It has been communicated to the interns that full attendance is expected during internship. Any non-attendance or leave taken during internship may be subjected to pro-ration of allowances, based on the company's human resource policies.

## 6. Late coming

It has been communicated to all interns that punctuality is expected at the workplace. If the interns start to show signs of being constantly late for work, companies should warn the students verbally. If the intern still shows no signs of improvement, the company should refer the matter to the BCAA Liaison Officer.

## **7. Examinations**

- It is appreciated if the companies can release interns to re-sit for any alternate examination papers during the attachment period. Interns will have to show a letter from the school or/and email from the school stating they need to resit the examination/s.
- Interns are only to take one-day leave on the date of the examination day for each paper.

## **8. Insurance Coverage and Workplace Safety**

All full-time students in BCA Academy are covered under the Group Personal Accident insurance which provides coverage for all school-approved activities including industrial attachments. In the case of an accident, please inform the school liaison officer immediately.

The company should also ensure that proper workplace safety measures are in-place for the safety of the interns.

## **9. Appointment of Supervisors**

### a. Company Supervisor

The company must appoint a supervisor to oversee the intern's learning, guide the intern on his/her assigned tasks and help the interns to adjust to the work environment. The company supervisor will communicate with the attached BCAA Liaison Officer on matters pertaining to the intern's performance, conduct and well-being, including any issues of misconduct for appropriate follow-up actions.

### b. BCAA Liaison Officer

BCA Academy will assign one BCAA Liaison Officer who will act as a link between the intern, BCA Academy, and the company. The school's Liaison Officer will make at least 2 visits to the company. During these visits, the Liaison Officer will discuss the intern's performance, conduct and well-being with the company supervisor for appropriate follow-up actions, if any.

## **10. Safe Working Environment & Misconduct**

All companies must, as far as reasonably practicable, protect the safety and health of the interns. We also seek the help of companies to equip our interns with the necessary protective gear (where applicable) and brief them on safety guidelines prior to function at the workplace or site.

If the interns are rotated to a few sites, the company should submit a concerted assessment reports from the different site managers for better accuracy when assessing the interns.

The company shall ensure all interactions are conducted appropriately and caution against verbal or physical contact that could be misunderstood to be offensive, sexual, racial discriminatory or unprofessional.

## 10. Co-ordination with BCAA

Companies should provide constant feedback to BCAA liaison officer if the intern is deemed to be not performing at the minimum expectation.

For any clarification of IA matters during the attachment period, the company can contact any of the following IA coordinators.

Name	DID	Email
Mr Gurudas Basu	6248 9945	BCA_Internship@bca.gov.sg
Ms Bernice Ang	6491 0302	

This terms and conditions stipulated here is subjected to review and changes from time to time.