

Bachelor of Construction Management (Building) (Honours)
Information and Internship Terms & Conditions

Programme	Bachelor of Construction Management (Building) (Honours)
Courses learned in their studies	<ol style="list-style-type: none"> 1. Building Economics 2. Building Information Modelling (BIM) 3. Construction Ecology 4. Construction Law 5. Construction Technology 6. Cost Planning & Estimating 7. Facilities Management 8. Health & Safety in the Built Environment 9. Infrastructure Development 10. Measurement of Building Works 11. Procurement & Tendering 12. Project Planning
Prepare graduates for the following professions	<ul style="list-style-type: none"> • Building Information Modelling (BIM) managers • Construction managers • Contracts and claims managers • Cost managers • Facilities managers • Project managers • Quantity surveyors • QA/QC managers • Scheduling engineers
Attachment periods yearly	<p>June - October</p> <p>November - March</p>
Internship duration	16 weeks
Working hours	<p>To follow MOM guidelines, which is 44 hours per week.</p> <p>If intern requires to work overtime, they should be given overtime pay or off-in-lieu.</p>
Minimum intern allowance	<p>\$800/month</p> <p>CPF is payable for locals and/or PR interns</p> <p>CPF is non-payable to international interns.</p>
Attendance	<p>Interns are required to complete the I.E programme. Supervisor is required to sign against student attendance and assess student performance weekly.</p>

<p>Medical leave</p>	<p>If the intern is sick, he/she is expected to inform the company supervisor and see a medical doctor.</p> <p>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.</p> <p>Company to inform intern clearly if allowance would be deducted if he/she were to take medical leave.</p>
<p>Compassionate leave</p>	<p>In the case of compassionate leave, interns are expected to present a copy of the death certificate to the company supervisor and attach another copy to their attendance sheet.</p> <p>This is only allowed for the bereavement of parents, grandparents and siblings for a maximum of 3 days.</p> <p>Company to inform intern clearly if allowance would be deducted if intern were to take compassionate leave.</p>
<p>Annual leave</p>	<p>Companies are strongly encouraged to give interns annual leave in accordance with their human resource policies.</p> <p>If annual leave entitlement is given to intern, company should not deduct intern's allowance during off days.</p>
<p>Late coming</p>	<p>Punctuality is required at the workplace.</p> <p>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.</p>
<p>Insurance</p>	<p>Company should provide insurance for the interns during the internship period. The insurance should cover for personal accidents that occur from activities related to the performance of I.E duties.</p> <p>In case of accident, the student must inform his/her company supervisor and their respective school Liaison Officer immediately.</p>
<p>Appointment of supervisors</p>	<ul style="list-style-type: none"> • Company Supervisor <p>The company must appoint a supervisor to oversee the intern's learning, provide guidance on his/her assigned tasks and help the interns adapt to the work environment. The company supervisor will communicate with the assigned 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.</p> <ul style="list-style-type: none"> • BCAA Liaison Officer <p>BCA Academy will assign a BCAA Liaison Officer for each intern, acting as a link between the intern, BCA Academy and the company. The school's Liaison Officer will make at least 1 visit to the company. During this visit, the Liaison Officer will discuss the intern's performance, conduct and well-being with the company supervisor for appropriate follow-up actions, if any.</p>
<p>Safe Working Environment & Misconduct</p>	<p>All companies must, as far as reasonably practicable, protect the safety and health of the interns. And to brief them on the safety guidelines prior to functioning at the workplace or site.</p>

	<p>Company should cover job related expenses that are not limited to the following:</p> <ul style="list-style-type: none"> • Building Construction Supervisor Safety Course (BCSS) • Personal Protective Equipment (PPE) • Safety shoes (with capping of shoe price co-payment) • Transportation to site, meetings at HQs, consultants' office, client's office or other work-related trips <p>If the intern(s) is rotated to a few sites, the company should submit a concerted assessment report from the different site managers for better assessment of the interns.</p> <p>The company shall ensure that all interactions are conducted appropriately and exercise caution against any verbal or physical contact that could be misunderstood as offensive, sexual, discriminatory or unprofessional in nature.</p>
Co-ordination with BCAA	<p>Internship mailbox</p> <p>BCA_Internship@bca.gov.sg</p> <p>Mr Gurudas Basu 6248 9945 Gurudas_Basu@bca.gov.sg</p> <p>Ms Bernice Ang 6491 0302 Bernice_Ang@bca.gov.sg</p>
I.E procedures	<ul style="list-style-type: none"> • BCAA will send the express of interest link to companies. • Companies to indicate the number of interns they would like to take for each degree programmes via the link. • Company details such as name, email address and * contact number will be relayed to the students. • Students to submit CV to the companies they are interested in. • Company to inform BCAA once offer has been issued to BCAA student(s). • Companies to provide the following information to intern(s) and BCAA: <ul style="list-style-type: none"> ➤ Full company name ➤ Company Unique Entity Number (UEN) ➤ Supervisor's/HR name ➤ Supervisor's/HR email address ➤ Supervisor's/HR contact number (office) ➤ Reporting time ➤ Reporting address

	<ul style="list-style-type: none">➤ Working hours➤ Day work week➤ Job scopes➤ Allowance <ul style="list-style-type: none">• In the event that student had received confirmed internship placement from one or more companies, he/she needs to inform the company(s) of rejection and/or acceptance for the internship placement offer. <p>* If company is planning to provide personal contact details of the in-charge, please inform the in-charge before submitting the form.</p>
<p>NOTE: The above terms and conditions are subjected to changes.</p>	