

# APPLICATION FOR COURSE FEE SUBSIDY FOR SMU-BCA ADVANCED MANAGEMENT PROGRAMME

FORM AMP 1

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APPLICATION FOR COURSE SUBSIDY

Please read through the Eligibility for Course Fee Subsidy and Conditions tied to Course Fee Subsidy carefully;  
Annex A – This form constitutes part of the subsidy requirements. It must be submitted within 3 months on completion of the Programme.

## IMPORTANT NOTE

- The course fee subsidy is administered by the Building and Construction Authority (BCA) on behalf of Singapore Workforce Development Agency (WDA).
- This form must be completed by the sponsoring organisation.
- Sponsoring organisation will only need to complete Section ONE, TWO & THREE only.
- Completed form must be received by Head, Training & Admin Department, BCA Academy, 200 Braddell Road, Singapore 579700 before **14 August 2009**. Application must be supported with a photocopy of NRIC/Passport, and a letter from sponsoring organisation certifying participant's current designation and years of managerial experience in the building and construction industry.
- Any amendments made must be endorsed by the authorised signatory of the sponsoring organisation.
- Where application is successful, BCA will disburse the subsidised amount directly to SMU in lieu of the 50% course fee.

## ELIGIBILITY FOR COURSE FEE SUBSIDY – PARTICIPANT MUST BE:

- Either Singapore Citizen or Singapore Permanent Resident; and
- Senior level executive with at least 5 years of management experience in the building and construction industry.

## CONDITIONS TIED TO COURSE FEE SUBSIDY

- Participant must be sponsored by their organisation in the application for subsidy;
- Participant must enroll in all 9 modules of the programme (participant attending single module is not eligible for subsidy);
- Participant must achieve at least 75% class attendance and completed the programme satisfactorily to obtain the Certificate of Successful Completion;
- Participant must participate in the end-of-course evaluation as required under the administration of the subsidy;
- Participant must successfully submit the attached Annex A within 3 months after the completion of the programme, evidencing that the participant has led or started the implementation of an initiative that impacts the business or core competitive of the organisation;
- The sponsor organisation's participation in a follow-up survey 1 year after the completion of the course to track the retention rate of the programme participant within the industry.

## SECTION ONE - INFORMATION ON SPONSORING ORGANISATION

REGISTERED NAME WITH ACCOUNTING & CORPORATE REGULATORY AUTHORITY (ACRA)

COMPANY REGISTRATION NUMBER WITH ACCOUNTING & CORPORATE REGULATORY AUTHORITY (ACRA)

ADDRESS

  

TEL NO & MOBILE NO

FAX NO

EMAIL

BUSINESS TYPE

BUILDER

CONSULTANT

DEVELOPER

GOVERNMENT / STATUTORY BOARD

OTHERS

## SECTION TWO - PARTICULARS OF PROGRAMME PARTICIPANT

NAME IN BLOCK LETTERS AS IN NRIC (PLEASE UNDERLINE YOUR SURNAME/FAMILY NAME)

NRIC / PASSPORT NO OF APPLICANT

NATIONALITY & DATE OF BIRTH (DD / MM / YYYY)

GENDER

OFFICE TEL

MOBILE NO

ADDRESS

  

EMAIL

YEARS OF MANAGERIAL EXPERIENCE  
IN BUILDING & CONSTRUCTION INDUSTRY

DESIGNATION

EDUCATIONAL QUALIFICATION

## SECTION THREE - DECLARATION

The declaration is compulsory. Both the sponsoring organisation and programme participant must sign the application form to constitute valid application.

Is the programme participant direct employee on the organisation's payroll? If NO, please specify _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the programme participant financially sponsored in full by the organisation? If NO, please specify _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has the organisation applied for any form of financial support for this particular programme from other government subsidy apart from WDA? If YES, please specify _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO

- a) We hereby declare that all information and particulars provided in this form are true, complete and accurate; and that we have not withheld or distorted any information or particulars. We understand that the application will be disqualified if any information given is found to be untrue and any fees paid will be forfeited.
- b) We declare that both the sponsoring organisation and programme participant meet the eligibility requirement and shall abide the requirements stipulated under the "Eligibility for Course Fee Subsidy and Conditions tied to Course Fee Subsidy" in this form.
- c) We accept that the application for subsidy is subjected to BCA's discretion on behalf of the WDA.
- d) We agree that BCA reserves the right to revoke the subsidy if the sponsoring organisation and/or programme participant fails to meet any of the funding criteria before, during or after the completion of the programme. In such event, BCA reserves the right to reclaim the fully subsidised amount from the sponsoring organisation.

We hereby agree and accept all the above terms and conditions in relation to the application for the course fee subsidy.

_____ SIGNATURE OF CHIEF EXECUTIVE OFFICER (OR EQUIVALENT)	_____ SIGNATURE OF PROGRAMME PARTICIPANT
_____ NAME OF CHIEF EXECUTIVE OFFICER (OR EQUIVALENT)	_____ NAME OF PROGRAMME PARTICIPANT
_____ DESIGNATION	_____ DESIGNATION
_____ DATE	_____ DATE

## SECTION FOUR - TO BE COMPLETED BY BCA ACADEMY

Note:

- i) Faxed application are not acceptable.
- ii) Application form must be signed by the sponsoring organisation's CEO or equivalent.

Enrolment entry reference number \_\_\_\_\_

Enrolment Officer's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval      YES       NO

Authorised by      Dy MD (TPD),  
BCA Academy      \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

# PROJECT REPORT

## FOR SMU-BCA ADVANCED MANAGEMENT PROGRAMME

### IMPORTANT NOTE

- As part of the WDA subsidy requirements, participant must successfully submit a project report (format per this Annex) within 3 months after the completion of the programme, evidencing that the participant has led or started the implementation of an initiative that impacts the business or core competitive of the organisation.
- This form must be completed by the programme participant and endorsed by sponsoring organisation's CEO or equivalent.
- Failure to submit this form will result in revocation of the subsidy provided. In such circumstance, BCA reserves the right to reclaim the subsidy provided.

NAME OF PROGRAMME PARTICIPANT

NAME OF SPONSORING ORGANISATION

NRIC OF PROGRAMME PARTICIPANT

PROJECT / INITIATIVE TITLE

**PROJECT / INITIATIVE DESCRIPTION (PLEASE USE SEPARATE SHEET IF NECESSARY)**

**PROJECT / INITIATIVE BRIEF**

**PROJECT / INITIATIVE IMPLEMENTATION DURATION  
(FROM DD/MM/YYY TO DD/MM/YYYY)**

**PRIOR TO IMPLEMENTATION OF THE PROJECT / INITIATIVE**

**HOW DOES THE PROJECT / INITIATIVE IMPACT ON BUSINESS OUTCOME?**

**WHAT IS THE PROGRAMME PARTICIPANT'S ROLE IN THE PROJECT / INITIATIVE?**

**HOW DOES THE PROGRAMME PARTICIPANT APPLY THE SKILLS LEARNT?**

**SUBMITTED BY (PROGRAMME PARTICIPANT)**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**ENDORSED BY (SPONSORING ORGANISATION)**

\_\_\_\_\_

SIGNATURE OF CHIEF EXECUTIVE OFFICER  
(OR EQUIVALENT)

\_\_\_\_\_

NAME OF CHIEF EXECUTIVE OFFICER  
(OR EQUIVALENT)

\_\_\_\_\_

DESIGNATION

\_\_\_\_\_

COMPANY STAMP

\_\_\_\_\_

DATE