Workflow for Safe Management Officers (SMO) Course for Construction
[Added on 31 May]

1 **Employers to register appointed SMOs/SDOs for the SMOs Course for Construction**

- Applicant's full name, NRIC/FIN number, mobile number, email and company name must be provided at time of registration
- Registration can be made via BCA Academy Online Storefront at www.bcaa.edu.sg/OSF (course code 45028)

2 **BCA Academy will schedule participants to attend the online course**

- BCA Academy will notify participants via email on confirmation of class (date and time), login details for the course (via Zoom), and assessment (via BCA Academy Learning Management System (LMS))
- Participants are advised to read the email notification for details of course attendance and assessment requirement

3 **Participants to attend the course (via Zoom)**

- Participants to login to Zoom using notified link
- The course duration will be 3.5 hours, either from 9.00am to 12:30pm or 2.00pm to 5:30 pm.

4 **Completion of online assessment via BCA Academy Learning Management System**

- Immediately upon completion of the course (via Zoom), participants are required to login to BCA Academy Learning Management System to complete the assessment
- Assessment must be completed within 30 minutes