



伯明翰学院
BIRMINGHAM ACADEMY

CPE Registration Number: 200306960N
CPE Registration Period: 14 Oct 2019 – 13 Oct 2023

PROSPECTUS



Address: No.116 Middle Road, #08-03/04,
ICB Enterprise House, Singapore 118972
Tel: (+65) 6951 9722
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Website: www.birmingham.edu.sg



Cert No. : EDU-2-2118
Validity : 11/01/2023 - 10/01/2027

Why Study in Singapore



Singapore is the premier education hub in Asia, offering a diverse and distinctive mix of educational services in a safe, cosmopolitan and comfortable environment. Driven by excellence, Singapore Education offers a broad-based curriculum and global perspective to equip students with the relevant qualifications and training that serve as a Springboard to a Brighter Future.

In Singapore, we value our people. Education is one very important means by which we help our young to realize their potential. We offer a broad-based education relevant to the needs of the generation. We equip our educational institutions with the latest and best in educational tools and technologies.

- ❖ Safe
- ❖ Clean & Healthy Living
- ❖ Conducive Study Environment
- ❖ Modern & Efficient City
- ❖ Good Accommodation
- ❖ Convenient Transportation
- ❖ Economical Cost
- ❖ Our People and Festivals
- ❖ Opportunities
- ❖ Political Factor



About Birmingham Academy

Birmingham Academy Pte Ltd, RBN200306960N, was incorporated on 23rd July 2003. It is officially registered, according to Singapore Statutory Requirement, with the Accounting and Corporate Regulatory Authority (ACRA).

It is also registered with the Ministry of Education as a private school according to the Singapore Private Education Act in July 2003.

In September 2010, Birmingham Academy has successfully migrated and registered, via the Enhanced Registration Framework (ERF) as a Private Education Institution (PEI), with the Committee for Private Education (CPE).

Through Birmingham's intense improvement and refining effort, currently:

- ✓ It is one of the schools which have the Student Fee Protection Scheme (FPS), partnering with one of CPE appointed FPS providers.
- ✓ It is one of the established schools which have obtained the EduTrust Certification.
- ✓ It is one of the established schools which provide opportunities for Singaporeans and International Students to achieve academic excellence through our preparatory courses, language courses, certificate courses, diploma courses and others higher learning courses.
- ✓ It is one of the providers of Government School Preparatory programs. Over the years, we have successfully placed a number of our students into government school in Singapore.
- ✓ It is managed by a group of professionals with highly respected academic background and areas of specialization.



School Facilities and Location

Address: No. 116 Middle Road, #08-03/04, ICB Enterprise House, Singapore 188972

Our campus is located within 5 minutes walking distance from Bugis MRT Station (Exit B). It's a very convenient place, close to eateries, national libraries, shopping malls and hotels. We have a total of 3 classrooms and 2 lecture rooms. All classrooms are fully furnished with air- conditioning and teaching aids, such as interactive SMART Boards and projectors with sound system.



Classrooms	Location	Size (sqm)	Capacity
Classroom 1	116 Middle Road #08-03/04, ICB Enterprise House, Singapore 188972	22.8	15
Classroom 2	116 Middle Road #08-03/04, ICB Enterprise House, Singapore 188972	21.0	14
Classroom 3	116 Middle Road #08-03/04, ICB Enterprise House, Singapore 188972	51.8	34
Lecture Room 0802	116 Middle Road #08-02, ICB Enterprise House, Singapore 188972	110.2	73
Lecture Room 0603	110 Middle Road #06-03, Chiat Hong Building Singapore 188972	108.0	72

Business Hours

Monday to Friday : 8:30 am to 6:18 pm
Closed on Saturday, Sunday and public holidays

Our Vision, Mission

Our Vision

Most trusted school for fulfilling students' aspirations.

Our Mission

Providing quality education for students seeking admission to government schools and students seeking pre-employment training.

Our Core Value, Corporate Culture

Our Core Value

Innovative, Professional, Integrity, Fairness, Responsiveness, Teamwork

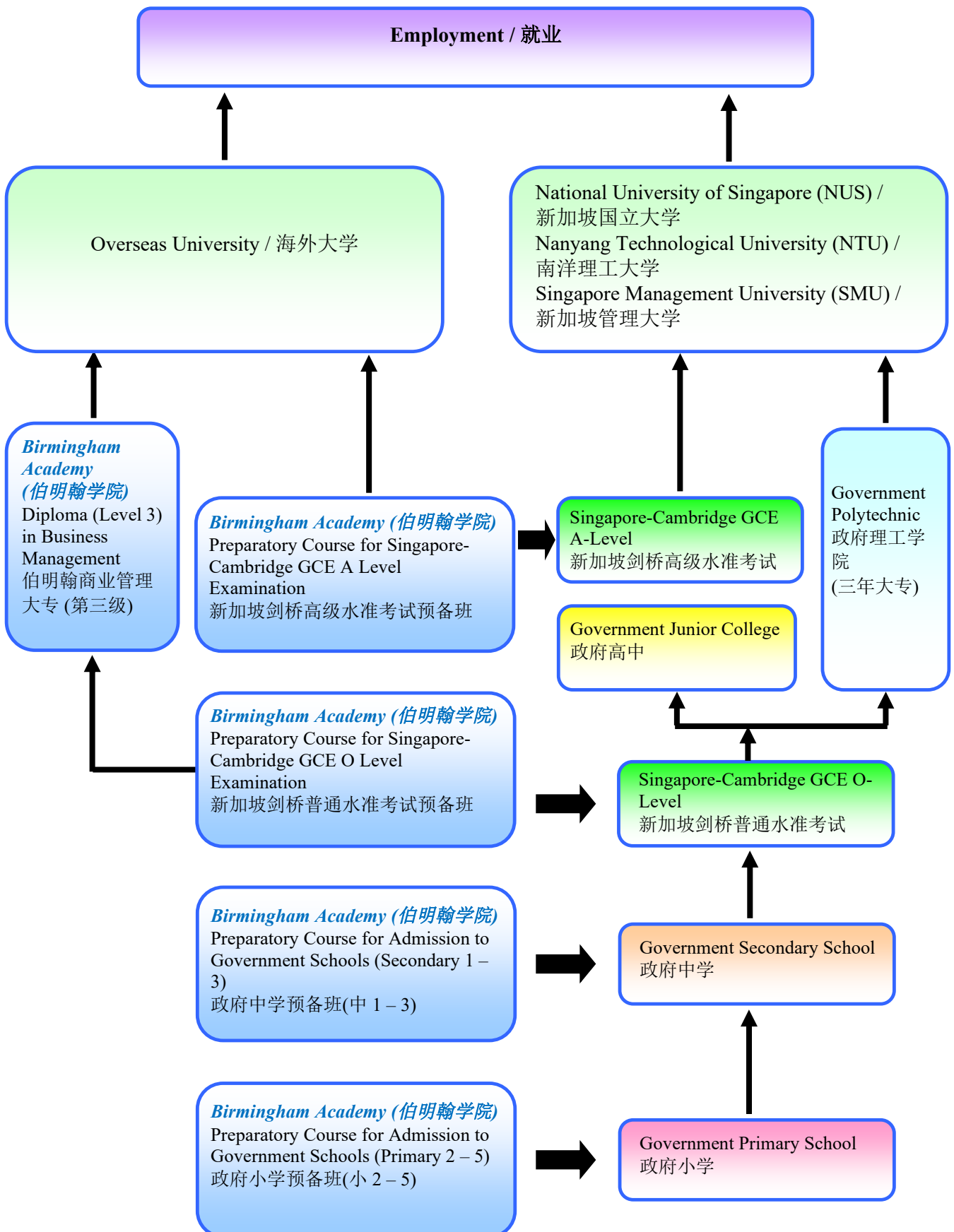
Our Corporate Culture

Conductive and harmonious environment where growth-mindset individual teamed to conquer one vision.

Responsive Team = I Fairness + I Professional

Singapore Educational Path

新加坡升学计划



Academic Programs List (Full-Time)

➤ Preparatory Course for Admission to Government Schools

- Preparatory Course for Admission to Government Schools (Primary 2)
- Preparatory Course for Admission to Government Schools (Primary 3)
- Preparatory Course for Admission to Government Schools (Primary 4)
- Preparatory Course for Admission to Government Schools (Primary 5)
- Preparatory Course for Admission to Government Schools (Secondary 1)
- Preparatory Course for Admission to Government Schools (Secondary 2)
- Preparatory Course for Admission to Government Schools (Secondary 3)

➤ Preparatory Course for Singapore-Cambridge General Certificate of Education Examination

- Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination
- Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination-Intensive
- Preparatory Course for Singapore - Cambridge General Certificate of Education (Advanced Level) Examination
- Preparatory Course for Singapore - Cambridge General Certificate of Education (Advanced Level) Examination-Intensive

➤ Certificate in Chinese Language

- Certificate in Chinese Language – Elementary
- Certificate in Chinese Language – Intermediate
- Certificate in Chinese Language – Advanced

➤ Diploma in Business Chinese

➤ Diploma in Hospitality Management

➤ Diploma in Financial Management

➤ Diploma (Level 3) in Business Management

➤ Advanced Diploma in Business Management

➤ Advanced Diploma in Hospitality Management

➤ OTHM Level 7 Diploma in Strategic Management and Leadership

Academic Programs List (E-Learning)

- **OTHM Level 7 Diploma in Strategic Management and Leadership**
- **OTHM Level 6 Diploma in Business Management**
- **Advanced Diploma in Business Management**

Academic Programs List (Part-Time)

- **Certificate in Chinese Language**
 - Certificate in Chinese Language – Elementary
 - Certificate in Chinese Language – Intermediate
 - Certificate in Chinese Language – Advanced
- **Diploma in Business Chinese**
- **Diploma (Level 3) in Business Management**
- **Advanced Diploma in Business Management**
- **Diploma in Hospitality Operations**
- **Diploma in Financial Management**
- **Diploma in Business (Chinese)**
- **Diploma in Building Constructive Management (Chinese)**

Preparatory Course for Admission to Government Schools

Our School provides Preparatory Course to foreign students who wish to seek admission to government schools in Singapore. This course is specially designed for students that are not familiar with the Singapore School Examination System. The course prepares students to take the Admissions Exercise for International Students (AEIS), Supplementary Admissions Exercise for International Students (S-AEIS) and the Placement Test conducted by schools. On completion of the course, the student will be able to be familiarized with the school syllabus and should be able to study comfortably at the required level.

Courses

Course Title	Entry Requirements
Preparatory Course for Admission to Government Schools (Primary 2)	Ages 6, Obtained at least a pass at Pre-School Levels in any one subject or Equivalent, At least a pass at Pre-School English or Chinese or equivalent
Preparatory Course for Admission to Government Schools (Primary 3)	Ages 7, Obtained at least a pass at Primary 1 Levels in any two subjects or Equivalent, At least a pass at Primary 1 English or Chinese or Pass in placement test or equivalent
Preparatory Course for Admission to Government Schools (Primary 4)	Ages 8, Obtained at least a pass at Primary 2 Levels in any two subjects or Equivalent, At least a pass at Primary 2 English or Chinese or Pass in placement test or equivalent
Preparatory Course for Admission to Government Schools (Primary 5)	Ages 9, Obtained at least a pass at Primary 3 Levels in any two subjects or Equivalent, At least a pass at Primary 3 English or Pass in placement test or equivalent
Preparatory Course for Admission to Government Schools (Secondary 1)	Ages 11, Obtained at least a pass at Primary 5 Levels in any two subjects or Equivalent, At least a pass at Primary 5 English or Pass in placement test or equivalent
Preparatory Course for Admission to Government Schools (Secondary 2)	Ages 12, Obtained at least a pass at Primary 6 Levels in any two subjects or Equivalent, At least a pass at Primary 6 English or Pass in placement test or equivalent
Preparatory Course for Admission to Government Schools (Secondary 3)	Ages 13, Obtained at least a pass at Secondary 1 Levels in any two subjects or Equivalent, At least a pass at Secondary 1 English or Pass in placement test or equivalent

Subjects

English + Mathematics (Course content based on MOE syllabus)

- ✓ English (<http://www.moe.gov.sg/education/syllabuses/english-language-and-literature/>)
- ✓ Mathematic (<http://www.moe.gov.sg/education/syllabuses/sciences/>)

Course Duration

Full time, 6 months, Monday to Friday, at least 5 hours per day

Intakes

<u>Intake No.</u>	<u>Start Date and End Date</u>	<u>Intake No.</u>	<u>Start Date and End Date</u>
01	02 January – 01 July	04	01 July - 31 December
02	01 March - 31 August	05	01 September – 28 February
03	02 May – 01 November	06	01 November – 30 April

Please note that prospective students are advised to submit their application at least 6 weeks before the start date.

Manner of Teaching

Lectures, tutorial

Manner of assessment / examination

- Internal Assessment

- English Language (Written): 100%
- Mathematics (Written): 100%

- External Examination

- AEIS - Admissions Exercise for International Students (September / October)
- S-AEIS – Supplementary Admissions Exercise for International Students (February / March)
- If your child is seeking admission to a primary school, they must:
 - Take the relevant paper-based Cambridge English Qualifications (CEQ) test run by Cambridge Assessment English (CAE). The test must be taken within 12 months before the month of submission of their AEIS application. For example, if you are submitting your child's AEIS application in July 2022, they must have taken the CEQ test in or after August 2021.
 - Meet or exceed the required Cambridge English Scale (CES) score (listed below) in the CEQ test before they apply to take the AEIS-Primary Mathematics test appropriate for their age. Refer to MOE website for more information, Admissions Exercise for International Students (AEIS) | MOE

*Note: S-AEIS is not applicable for students wishing admission to Primary 5 or Secondary 3.

Government School

Pass AEIS / S-AEIS

Criteria for Graduation

Complete course And Minimum Attendance

- Foreign Student - At least 90% attendance (absence with valid reasons)
- Local Student - At least 75% attendance (absence with valid reasons)

Criteria for Progression

Not Applicable

Progression Pathway

Not Applicable

Criteria for Award

Not Applicable

Average Teacher - Student Ratio

1:34 (maximum)

Highlight

- ★ Trainer: Qualified and Experienced Teachers
- ★ Based on MOE syllabus
- ★ Focus on Past years' exam papers, Exam Skill Training
- ★ Student's Pass can be applied, subjected to ICA's Approval

Age Criteria for Admission to Government School of International Students

Level	Age Range	Level	Age Range
Primary 2	7 to 9+	Secondary 1	12 to 14+
Primary 3	8 to 10+	Secondary 2	13 to 15+
Primary 4	9 to 11+	Secondary 3	14 to 16+
Primary 5	10 to 12+		

Document Required

1. Photocopy of Passport
2. Four recent passport sized photographs (with white background)
3. One certified true copy of birth certificate
4. One certified true copy of highest educational certificate
5. One certified true copy of highest educational results transcript
6. Bank Statements/ Fixed Deposit (equivalent of S\$30,000/-) for visa required nationals.
7. Photocopy of parents' passport
8. Certified true copy of parents' working testimonials stating the position held and salary per month.

Please note that Notarised Translations are required if the documents are not in English.

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$8,586.00 (with GST)

Refer to price list for total course fee breakdown.

Remark:

1. Refer to price list for non-refundable items.
2. The above payment does not include Student's Pass Processing Fee (\$30.00), issuance fee (\$60.00) for every student's pass issued, and a multiple-entry visa fee (\$30.00) for visa required nationals. The amount is to be paid to ICA directly.
3. The above payment does not include Government School Placement test fee, AEIS / S-AEIS (S\$672.00) and other fees not receivable by Birmingham Academy.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.



Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination

This is a full time course that prepares the students for entry to the local Polytechnic / ITE / Junior College. This course is specially design to prepare the students for the Singapore-Cambridge GCE O-Level examination. On completion of the course, the students will be able to be familiarized with Singapore-Cambridge GCE O-Level format and syllabus and should be able to comfortably attend the Singapore-Cambridge GCE O- Level examination.

Entry Requirements

Preparatory Course for Singapore-Cambridge General Certificate of Education

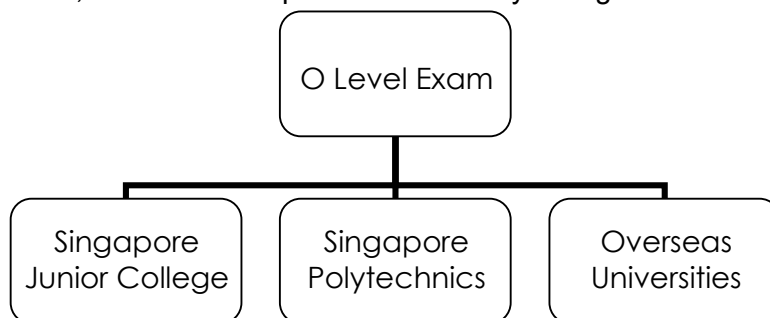
(Ordinary Level) Examination: Age 14, Obtained at least a pass at Secondary 2 Levels in any three subjects or Equivalent, and At least a pass at Secondary 2 English or Pass in placement test or equivalent.

Preparatory Course for Singapore-Cambridge General Certificate of Education

(Ordinary Level) Examination - Intensive: Age 15, Obtained at least a pass at Secondary 3 Levels in any three subjects or Equivalent, and At least a pass at Secondary 3 English or Pass in placement test or equivalent.

Subjects

1. English Language
2. Mathematics
3. Additional Mathematics
4. Physics
5. Chinese Language



Course Duration

Full time, 11 or 23 months, Monday to Friday, at least 5 hours per day

Intakes

Intake No.

For 11 months Programme

For 23 months Programme

Start Date and End Date

01 January - 30 November

01 January - next year 30 November

Please note that prospective students are advised to submit their application at least 6 weeks before the start date.

Manner of Teaching

Lectures, tutorial, discussion strategies, teamwork and practical (Physics Laboratory/ Physics Practical will be conducted at Science Institute of Science)

Criteria for Graduation

Complete course And Minimum Attendance

- Foreign Student - At least 90% attendance (absence with valid reasons)
- Local Student - At least 75% attendance (absence with valid reasons)

Criteria for Progression

Not Applicable

Progression Pathway

Not Applicable

Criteria for Award

Not Applicable

Average Teacher - Student Ratio

1:34 (maximum)

Manner of assessment / examination

- Internal Assessment (written)

- Mid-of-Course Assessment: in May
- End-of-Course Assessment: in September

- External Examination

- Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination (June - November)

Highlight

- ★ Trainer: Qualified and Experienced Teachers
- ★ Based on MOE syllabus
- ★ Focus on Past years' exam papers, Exam Skill Training
- ★ Student's Pass can be applied, subjected to ICA's Approval

Exam information

Registration for the GCE O-Level exams with the Ministry of Education (MOE) will be in March each year, the oral examinations are usually from June to August. Practical and written examinations are usually from October to November. Students are required to pay for the examination fees of approximately S\$80 per subject. All examination fees are paid to external examination centre, MOE. For more information, please refer to <http://www.seab.gov.sg/>

Fees Structure (S\$- Singapore Dollar)

11-month program: Total Course Fee: S\$ 18,144.00 (with GST)

23-month program: Total Course Fee: S\$ 34,560.00 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable items
2. The above payment does not include Student's Pass Processing Fee (\$30.00), issuance fee (\$60.00) for every student's pass issued, and a multiple-entry visa fee (\$30.00) for visa required nationals. The amount is to be paid to ICA directly.
3. The above payment does not include O-Level exam fee (approximately S\$80 per subject) and other fees not receivable by Birmingham Academy.

Document Required

1. Photocopy of Passport
2. Four recent passport sized photographs (with white background)
3. One certified true copy of birth certificate
4. One certified true copy of highest educational certificate
5. One certified true copy of highest educational results transcript
6. Bank Statements/ Fixed Deposit (equivalent of S\$30,000/-) for visa required nationals
7. Photocopy of parents' passport
8. Certified true copy of parents' working testimonials stating the position held and salary per month.

Please note that Notarised Translations are required if the documents are not in English.

Preparatory Course for Singapore-Cambridge General Certificate of Education (Advanced Level) Examination

This is a full-time course that prepares the students for entry to the local Polytechnic / University. This course is specially designed to prepare the students for the Singapore-Cambridge GCE A-Level examination. On completion of the course, the students will be able to be familiarized with Singapore-Cambridge GCE A-Level format and syllabus and should be able to comfortably attempt the Singapore-Cambridge GCE A-Level examination.

Entry Requirements

Preparatory Course for Singapore-Cambridge General Certificate of Education

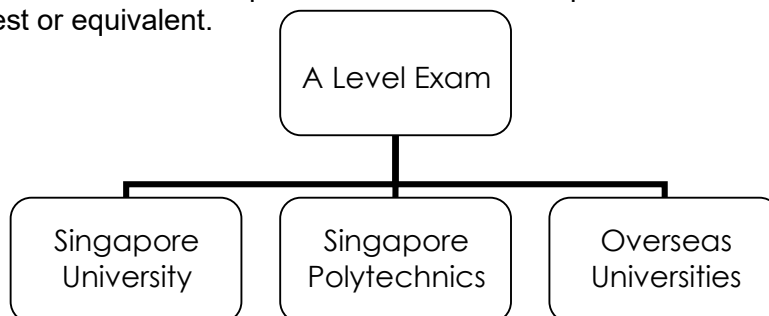
(Advanced Level) Examination: Age 16, Obtained at least a pass at GCE O Level in any five subjects or Pass in placement test or equivalent, and At least a pass at GCE O Level English or Pass in placement test or equivalent.

Preparatory Course for Singapore-Cambridge General Certificate of Education

(Advanced Level) Examination - Intensive: Age 16, Obtained at least a pass at GCE O Level in any five subjects or Pass in placement test or equivalent and At least a pass at GCE O Level English or Pass in placement test or equivalent.

Subjects

1. General Paper
2. Mathematics
3. Economics
4. Physics



Course Duration

Full time, 11 or 23 months, Monday to Friday, at least 5 hours per day

Intakes

Intake No.

For 11 months Programme

For 23 months Programme

Start Date and End Date

01 January - 30 November

01 January - next year 30 November

Please note that prospective students are advised to submit their application at least 6 weeks before the start date.

Manner of Teaching

Lectures, tutorial, discussion strategies, teamwork and practical (Physics Laboratory/ Physics Practical will be conducted at Science Institute of Science)

Criteria for Graduation

Complete course And Minimum Attendance

- Foreign Student - At least 90% attendance (absence with valid reasons)
- Local Student - At least 75% attendance (absence with valid reasons)

Criteria for Progression

Not Applicable

Progression Pathway

Not Applicable

Criteria for Award

Not Applicable

Average Teacher - Student Ratio

1:32 (maximum)

Manner of assessment / examination

- Internal Assessment (Written)

- Mid-of-Course Assessment: in May
- End-of-Course Assessment: in September

- External Examination

- Singapore-Cambridge General Certificate of Education (Advanced Level) Examination (June - November)

Highlight

- ★ Trainer: Qualified and Experienced Teachers
- ★ Based on MOE syllabus
- ★ Focus on Past years' exam papers, Exam Skill Training
- ★ Student's Pass can be applied, subjected to ICA's Approval

Exam information

Registration for the GCE A-Level exams with the Ministry of Education (MOE) will be in March each year, the oral examinations are usually from June to August. Practical and written examinations are usually from October to November. Students are required to pay for the examination fees of approximately S\$80 per subject. All examination fees are paid to external examination centre, MOE. Please refer to <http://www.seab.gov.sg/>

Fees Structure (S\$- Singapore Dollar)

11-month program: Total Course Fee: S\$ 18,144.00 (with GST)

23-month program: Total Course Fee: S\$ 34,560.00 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable items.
2. The above payment does not include Student's Pass Processing Fee (\$30.00), issuance fee (\$60.00) for every student's pass issued, and a multiple-entry visa fee (\$30.00) for visa required nationals. The amount is to be paid to ICA directly.
3. The above payment does not include O-Level exam fee (approximately S\$80 per subject) and other fees not receivable by Birmingham Academy.

Document Required

1. Photocopy of Passport
2. Four recent passport sized photographs (with white background)
3. One certified true copy of birth certificate
4. One certified true copy of highest educational certificate
5. One certified true copy of highest educational results transcript
6. Bank Statements/ Fixed Deposit (equivalent of S\$30,000/-) for visa required nationals
7. Photocopy of parents' passport
8. Certified true copy of parents' working testimonials stating the position held and salary per month.

Please note that Notarised Translations are required if the documents are not in English.

Certificate in Chinese Language

This Certificate in Chinese Language program combines maximum progress with maximum communicative practice. It develops fluency, confidence and accuracy while improving all the essential skills of reading, listening, speaking and writing. It's designed to develop student's grasp of the Chinese Language.

Courses

1. Certificate in Chinese Language - Elementary

This course is intended for students with very little knowledge of the Chinese language. The courses focus on basic Hanyu Pinyin (Chinese phonetics), reading, speaking and writing skills. On completion of the course, the student will be able to listen to and understand simple conversations, read and understand simple articles, communicate clearly but slowly.

Entry Requirements: Age 12 and above

Progression Pathway: Certificate in Chinese Language - Intermediate (Awarding Body: Birmingham Academy)

2. Certificate in Chinese Language - Intermediate

The aim of this course is to improve the Chinese ability of students. On completion of the course, the student will be able to converse with others in common settings, speak clearly enough to be easily understood by others, read and understand the main points of common written texts and articles.

Entry Requirements: Age 12 and above, completed Certificate in Chinese Language – Elementary or Equivalent

Progression Pathway: Certificate in Chinese Language - Advanced (Awarding Body: Birmingham Academy)

3. Certificate in Chinese Language - Advanced

This course aims to improve students' listening, speaking, reading and writing skills, so that they will be able to meet the language requirement to further their studies. On completion of the course, the student will be able to read and understand the main points of written material, write in simple correct Chinese in several formats.

Entry Requirements: Age 12 and above, completed Certificate in Chinese Language – Intermediate or Equivalent

Progression Pathway: Not Applicable

Subject

Chinese Language

Course Duration

Full time, 6 months, Monday to Friday, 5 Hours per day

Average Teacher - Student Ratio

1:32 (maximum)

Manner of Teaching

Lectures, Tutorial, Audio Immersion (via CDs), Role-play

Intakes

Level	Duration	Start Date
Elementary	6 months	02 January
Intermediate	6 months	01 January, 01 April, 01 July, 01 October
Advanced	6 months	01 January, 01 April, 01 July, 01 October

Please note that prospective students are advised to submit their application at least 6 weeks before the start date.

Manner of assessment / examination

End of course examination

- Chinese Language (Written): 70%
- Chinese Language (Oral): 30%

Criteria for Graduation / Awards

Min 50% of the total marks in the Final Examination And Minimum Attendance Requirement

- Foreign Student - At least 90% attendance (absence with valid reason)
- Local Student - At least 75% attendance (absence with valid reason)

Criteria for Progression

Min 40% of the total marks in the Final Examination And Minimum Attendance Requirement

- Foreign Student - At least 90% attendance (absence with valid reason)
- Local Student - At least 75% attendance (absence with valid reason)

Award

Certificate in Chinese Language – Elementary Or
Certificate in Chinese Language – Intermediate Or
Certificate in Chinese Language - Advanced

Awarding Body

Birmingham Academy

Document Required

1. Photocopy of Passport
 2. Four recent passport sized photographs (with white background)
 3. One certified true copy of birth certificate
 4. One certified true copy of highest educational certificate
 5. One certified true copy of highest educational results transcript
 6. Bank Statements/Fixed Deposit (equivalent of S\$30,000/-) for visa required nationals
 7. Photocopy of parents' passport (If below 18 years old)
 8. Certified true copy of working testimonials stating the position held and salary per month. (If unemployed, provide parents' or spouse's working testimonials)
- Please note that Notarised Translations are required if the documents are not in English.

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 6,026.40 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable items.
2. The above payment does not include Student's Pass Processing Fee (\$30.00), issuance fee (\$60.00) for every student's pass issued, and a multiple-entry visa fee (\$30.00) for visa required nationals. The amount is to be paid to ICA directly.

Diploma in Business Chinese

Diploma in Business Chinese is designed to develop student's grasp of the Chinese Language in a business context. It develops fluency, confidence and accuracy while improving all the essential skills of reading, listening, speaking and writing. It's designed to develop student's grasp of the Chinese Language in a business context.

Objectives

The aims of this course are to enable students to develop the ability to:

- ✓ write apt and accurate Chinese suited to the stated purpose
- ✓ understand and write Chinese using formats that are current and common in business communication
- ✓ adopt the tone, form, layout, content and composition appropriate to the requirements of a given situation
- ✓ understand spoken and recorded Business Chinese at the defined level
- ✓ participate in conversations

On completion of the course, the student will be able to read and understand the main points of written material, write in correct Chinese in several business formats.

Entry Requirements:

Age: Age 16 years old and above

Academic: Obtained at least a C6 at GCE O-Level in any 3 subjects or equivalent

Language: Obtained at least D7 at GCE O-Level in English Language or a pass in placement test

Subjects

1. Reading 2. Writing 3. Listening 4. Speaking 5. Integrated Chinese

Average Teacher - Student Ratio

1:34 (maximum)

Course Duration

Full time, 12 months, Monday to Friday, 5 Hours per day

Intakes

01 01 July – 30 June

Manner of Teaching

Lectures, Tutorial, Audio Immersion (via CDs), Role-play

Manner of assessment / examination

End of module written / oral examination (Final Exam)

Criteria for Graduation

Complete course and all examinations must obtain at least 50% And Meet Minimum Attendance Requirement for

- Foreign Student - At least 90% attendance (absence with valid reason)
- Local Student - At least 75% attendance (absence with valid reason)

Criteria for Progression

Not applicable

Pathway / Articulation

Not applicable

Criteria for Award

Complete course and all examinations must obtain at least 50%

And

Meet Minimum Attendance Requirement for

- Foreign Student - At least 90% attendance (absence with valid reason)

- Local Student - At least 75% attendance (absence with valid reason)

Award

Diploma in Business Chinese

Awarding Body

Birmingham Academy

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 8,953.20 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable items.
2. The above payment does not include Student's Pass Processing Fee (\$30.00), issuance fee (\$60.00) for every student's pass issued, and a multiple-entry visa fee (\$30.00) for visa required nationals. The amount is to be paid to ICA directly.

Document Required

1. Photocopy of Passport
2. Four recent passport sized photographs (with white background)
3. One certified true copy of birth certificate
4. One certified true copy of highest educational certificate
5. One certified true copy of highest educational results transcript
6. Bank Statements/ Fixed Deposit (equivalent of S\$30,000/-) for visa required nationals
7. Photocopy of parents' passport (If below 18 years old)
8. Certified true copy of working testimonials stating the position held and salary per month. (If unemployed, provide parents' or spouse's working testimonials)

Please note that Notarised Translations are required if the documents are not in English.

Diploma in Hospitality Management

The objectives of the Diploma in Hospitality Management programme are to lay a strong foundation for learners entering the Hospitality Industry. The internship component will provide learners the feel of actual working conditions on the ground that will also enhance their employment opportunities when they join the industry.

Objectives

The aims of this course are to enable students to have the relative attitude, knowledge and skills in the following areas: the tourism/hospitality industry, room division operations, food & beverage operations management, food safety management, menu planning & product development, hospitality cost control, language skills for restaurant personnel, customer services.

Entry Requirements

1. 17.5 years of age and above
2. Obtained at least a pass at GCE O Level in any three subjects or Pass in placement test or equivalent
3. At least a pass at GCE O Level English or Pass in placement test or equivalent

Subjects

1. The Tourism/Hospitality Industry
2. Room Division Operations
3. Food and Beverage Operations Management
4. Food Safety Management
5. Menu Planning and Product Development
6. Language Skills for Restaurant Personnel
7. Industrial Internship

Intakes

Intake No.	Start Date and End Date	Intake No.	Start Date and End Date
01	03-01-2023 – 31-12-2023	07	03-07-2023 – 28-06-2024
02	01-02-2023 – 31-01-2024	08	01-08-2023 – 31-07-2024
03	02-03-2023 – 29-02-2024	09	04-09-2023 – 30-08-2024
04	03-04-2023 – 29-03-2024	10	02-10-2023 – 30-09-2024
05	02-05-2023 – 30-04-2024	11	01-11-2023 – 31-10-2024
06	01-06-2023 – 31-05-2024	12	01-12-2023 – 29-11-2024

Please note that prospective students are advised to submit their application at least 6 weeks before the start date.

Course Duration

Full time, 6 months (theory) + 6 months (internship), Monday to Friday, 3 hours per day

Manner of Teaching

Lectures, tutorial, discussion strategies, teamwork

Average Teacher - Student Ratio

1:73 (maximum)

Manner of assessment / examination

End-of-module written examination, internship and/or project assignment

Criteria for Graduation

Complete course and all modules must obtain at least 50%;

And

Meet Minimum Attendance Requirement for

- Foreign Student - At least 90% attendance (absence with valid reason)
- Local Student - At least 75% attendance (absence with valid reason)

Criteria for Progression

Complete course and at least 5 modules obtained at least 50%

And

Meet Minimum Attendance Requirement for

- Foreign Student - At least 90% attendance (absence with valid reason)
- Local Student - At least 75% attendance (absence with valid reason)

Progression Pathway

Advanced Diploma in Hospitality Management (Awarding Body: Birmingham Academy)

Criteria for Award

Complete course and all modules must obtain at least 50%;

And

Meet Minimum Attendance Requirement for

- Foreign Student - At least 90% attendance (absence with valid reason)
- Local Student - At least 75% attendance (absence with valid reason)

Award

Diploma in Hospitality Management

Awarding Body

Birmingham Academy

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 5,600.02 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable items
2. The above payment does not include Student's Pass Processing Fee (\$30.00), issuance fee (\$60.00) for every student's pass issued, and a multiple-entry visa fee (\$30.00) for visa required nationals. The amount is to be paid to ICA directly.

Document Required

1. Photocopy of Passport
 2. Four recent passport sized photographs (with white background)
 3. One certified true copy of birth certificate
 4. One certified true copy of highest educational certificate
 5. One certified true copy of highest educational results transcript
 6. Certified true copy of working testimonials stating the position held and salary per month. (If unemployed, provide parents' or spouse's working testimonials)
- Please note that Notarised Translations are required if the documents are not in English.

Diploma in Financial Management

The Diploma in Financial Management programme is intended for students who want to increase their familiarity with the practical aspect of financial management. Upon completion of the course, it provides students with an opportunity to acquire knowledge on business environment, business communication, business accounting and marketing as well as organizing financial events.

Entry Requirements:

- 1) Age: 16 and above;
- 2) Academic Level: Obtained at least a pass at GCE O Level in any three subjects or Pass in placement test or equivalent;
- 3) Language: At least a pass at GCE O Level English or Pass in Placement Test or equivalent

Subjects

1. Business Environment
2. Introduction to Marketing
3. Business Communication
4. Managing a Business Event
5. Business Accounting
6. Financial Resource and Decision

Course Duration

Full time, 9 months, Monday to Friday, 5 hours per day

Intakes

Intake No.

01

Start Date

Every 1st working day of the month

Please note that prospective students are advised to submit their application at least 6 weeks before the start date.

Manner of Teaching

Lectures, tutorial, discussion strategies, teamwork

Average Teacher - Student Ratio

1:73(maximum)

Manner of assessment / examination

End-of-term written and/or assignment/projects examination

Criteria for Graduation

Complete course and all modules must obtain at least 50%

And

Meet Minimum Attendance Requirement for

- Foreign Student - At least 90% attendance (absence with valid reason)
- Local Student - At least 75% attendance (absence with valid reason)

Criteria for Progression

Complete course and at least 5 modules obtained at least 50%

And

Meet Minimum Attendance Requirement for

- Foreign Student - At least 90% attendance (absence with valid reason)
- Local Student - At least 75% attendance (absence with valid reason)

Progression Pathway

Advanced Diploma in Business Management (Awarding Body: Birmingham Academy)

Criteria for Award

Complete course and all modules must obtain at least 50%

And

Meet Minimum Attendance Requirement for

- Foreign Student - At least 90% attendance (absence with valid reason)
- Local Student - At least 75% attendance (absence with valid reason)

Award

Diploma in Financial Management

Awarding Body

Birmingham Academy

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 7,851.80 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable items
2. The above payment does not include Student's Pass Processing Fee (\$30.00), issuance fee (\$60.00) for every student's pass issued, and a multiple-entry visa fee (\$30.00) for visa required nationals. The amount is to be paid to ICA directly.

Document Required

1. Photocopy of Passport
2. Four recent passport sized photographs (with white background)
3. One certified true copy of birth certificate
4. One certified true copy of highest educational certificate
5. One certified true copy of highest educational results transcript
6. Certified true copy of working testimonials stating the position held and salary per month. (If unemployed, provide parents' or spouse's working testimonials)

Please note that Notarised Translations are required if the documents are not in English.

Diploma (Level 3) in Business Management

This course provides knowledge and understanding of different areas of the business world. Students have the opportunity to gain broad background in business management which allows students to gain the qualification in order to enter a specialized area of employment or to progress to Birmingham's Advanced Diploma in Business Management.

Objectives

The aims of this course are to enable students to have the relative attitude, knowledge and skills in the following areas; Business Environment, Business Resource, Introduction to Marketing, Business Communication, Training in the Business Workplace, Managing a Business Event, Developing Teams in Business, Managing Physical Resources in a Business Environment and Business Accounting.

Entry Requirements:

Age: Age 16 years old and above
Academic: Obtained at least a C6 at GCE O-Level in any 3 subjects or equivalent
Language: Obtained at least D7 at GCE O-Level in English Language or a pass in placement test

Subjects

1. The Business Environment	2. Training in the Business Workplace
3. Business Resource	4. Managing a Business Event
5. Introduction to Marketing	6. Business Communication
7. Business Accounting	8. Developing Teams in Business
9. Managing Physical Resources in a Business Environment	

Course Duration

Full time, 12 months, Monday to Friday, 3 hours per day

Intakes

Intake No.	Start Date and End Date
01	03-01-2023 – 31-12-2023
02	14-02-2023 – 13-02-2024
03	20-03-2023 – 19-03-2024
04	25-04-2023 – 24-04-2024
05	29/05/2023 – 28-05-2023
06	17/07/2023 – 16-07-2024
07	21/08/2023 – 20-08-2024
08	09/10/2023 – 08-10-2024
09	20/11/2023 – 19-11-2024

Please note that prospective students are advised to submit their application at least 6 weeks before the start date.

Manner of Teaching

Lectures, tutorial, discussion strategies, teamwork

Average Teacher - Student Ratio

1:732(maximum)

Manner of assessment / examination

Mid and End of module written examination

Criteria for Graduation

1. Complete course and all modules must obtain at least 50% and
2. Minimum Attendance Requirement
 - Foreign Student - At least 90% attendance (absence with valid reason)
 - Local Student - At least 75% attendance (absence with valid reason)

Criteria for Progression

1. Complete course and at least 6 modules obtained at least 50% and
2. Minimum Attendance Requirement
 - Foreign Student - At least 90% attendance (absence with valid reason)
 - Local Student - At least 75% attendance (absence with valid reason)

Pathway / Articulation

Advanced Diploma in Business Management (Awarding Body: Birmingham Academy)

Criteria for Award

1. Complete course and all modules must obtain at least 50% and
2. Minimum Attendance Requirement
 - Foreign Student - At least 90% attendance (absence with valid reason)
 - Local Student - At least 75% attendance (absence with valid reason)

Award

Diploma (Level 3) in Business Management

Awarding Body: Birmingham Academy

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 9,180.00 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable items
2. The above payment does not include Student's Pass Processing Fee (\$30.00), issuance fee (\$60.00) for every student's pass issued, and a multiple-entry visa fee (\$30.00) for visa required nationals. The amount is to be paid to ICA directly.

Document Required

1. Photocopy of Passport
 2. Four recent passport sized photographs (with white background)
 3. One certified true copy of birth certificate
 4. One certified true copy of highest educational certificate
 5. One certified true copy of highest educational results transcript
 6. Certified true copy of working testimonials stating the position held and salary per month. (If unemployed, provide parents' or spouse's working testimonials)
- Please note that Notarised Translations are required if the documents are not in English.

Advanced Diploma in Business Management

This course is specially designed to equip students with theoretical and practical perspective of business management. It aims to enhance trainee decision making skills and their ability to carry out duties more effectively and efficiently in the challenging business world.

Objectives

The aims of this course are to enable students to have the relative attitude, knowledge and skills in the following areas; Business Environment, Finance Resource and Decision, Organisational Behaviour, Principle of Marketing, Business Decision, Business Strategy, Management Accounting, Business Excellence and Research Project.

Entry Requirements:

- 1) Age: 18 and above;
- 2) Academic Level: Obtained at least a Pass at GCE A-Level in any 3 subjects or equivalent;
- 3) Language: Obtained at least C6 at GCE O-Level in English Language or a pass in placement test.

Subjects

1. Business Environment
2. Financial Resource and Decision
3. Organisational Behaviour
4. Principle of Marketing
5. Business Decision
6. Business Strategy
7. Management Accounting
8. Business Excellence
9. Research Project

Course Duration

Full time, 12 months, Monday to Friday, 3 hours per day

Intakes

Intake No.	Start Date and End Date	Intake No.	Start Date and End Date
01	03-01-2023 – 31-12-2023	06	17/07/2023 – 16-07-2024
02	14-02-2023 – 13-02-2024	07	21/08/2023 – 20-08-2024
03	20-03-2023 – 19-03-2024	08	09/10/2023 – 08-10-2024
04	25-04-2023 – 24-04-2024	09	20/11/2023 – 19-11-2024
05	29/05/2023 – 28-05-2023		

Please note that prospective students are advised to submit their application at least 6 weeks before the start date.

Manner of Teaching

Lectures, tutorial, discussion strategies, teamwork

Average Teacher - Student Ratio

1:73 (maximum)

Manner of assessment / examination

Mid and End of module written examination and project for Research Project module

Criteria for Graduation

Complete course and all modules must obtain at least 50%

And

Meet Minimum Attendance Requirement for

- Foreign Student - At least 90% attendance (absence with valid reason)
- Local Student - At least 75% attendance (absence with valid reason)

Criteria for Progression

Not Applicable

Progression Pathway

Not Applicable

Criteria for Award

Complete course and all modules must obtain at least 50%

And

Meet Minimum Attendance Requirement for

- Foreign Student - At least 90% attendance (absence with valid reason)
- Local Student - At least 75% attendance (absence with valid reason)

Award: Advanced Diploma in Business Management

Awarding Body: Birmingham Academy

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 9,180.00 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable items
2. The above payment does not include Student's Pass Processing Fee (\$30.00), issuance fee (\$60.00) for every student's pass issued, and a multiple-entry visa fee (\$30.00) for visa required nationals. The amount is to be paid to ICA directly.

Document Required

1. Photocopy of Passport
2. Four recent passport sized photographs (with white background)
3. One certified true copy of birth certificate
4. One certified true copy of highest educational certificate
5. One certified true copy of highest educational results transcript
6. Certified true copy of working testimonials stating the position held and salary per month. (If unemployed, provide parents' or spouse's working testimonials)

Please note that Notarised Translations are required if the documents are not in English.

Advanced Diploma in Hospitality Management

The objectives of the Advanced Diploma in Hospitality Management programme are to let students acquire the in-depth knowledge and practical skills in key areas of hospitality management.

Objectives

The aims of this course are to enable students to comprehend the key concepts of operating a hospitality establishment; and acquire the needed practical skills

Entry Requirements

- ✓ Age: Minimum 18 years old.
- ✓ Academic Level: Obtained at least a pass at GCE A Level in any three subjects or completion of Birmingham's Diploma in Hospitality Management or other equivalent Diploma of related disciplines or equivalent.
- ✓ Language: At least C6 at GCE O Level English or equivalent

Subjects

1. Hospitality Management
2. Food and Beverage Management
3. Room Division Management
4. Sales and Marketing in Hospitality
5. Principles of Hospitality Accounting
6. Customer Relationship Management
7. Industrial Internship

Intakes

Intake No.	Start Date and End Date	Intake No.	Start Date and End Date
01	12 Nov – 11 Nov	05	01 March – 28 Feb
02	03 Dec – 02 Dec	06	01 Apr – 31 Mar
03	02 Jan – 31 Dec	07	13 May – 12 May
04	01 Feb – 31 Jan	08	02 Jun – 01 Jun

Please note that prospective students are advised to submit their application at least 6 weeks before the start date.

Course Duration

Full time, 6 months (theory) + 6 months (internship), Monday to Friday, 3 hours per day

Manner of Teaching

Lectures, tutorial, discussion strategies, teamwork

Average Teacher - Student Ratio

1:73 (maximum)

Manner of assessment / examination

End-of-module written examination, internship and/or project assignment

Criteria for Graduation

Complete course and all modules must obtain at least 50%; and

Meet Minimum Attendance Requirement for

- Foreign Student - At least 90% attendance (absence with valid reason)
- Local Student - At least 75% attendance (absence with valid reason)

Criteria for Progression

Not Applicable

Progression Pathway

Not Applicable

Criteria for Award

Complete course and all modules must obtain at least 50%;

And

Meet Minimum Attendance Requirement for

- Foreign Student - At least 90% attendance (absence with valid reason)
- Local Student - At least 75% attendance (absence with valid reason)

Award

Advanced Diploma in Hospitality Management

Awarding Body

Birmingham Academy

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 5,600.02 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable items
2. The above payment does not include Student's Pass Processing Fee (\$30.00), issuance fee (\$60.00) for every student's pass issued, and a multiple-entry visa fee (\$30.00) for visa required nationals. The amount is to be paid to ICA directly.

Document Required

1. Photocopy of Passport
 2. Four recent passport sized photographs (with white background)
 3. One certified true copy of birth certificate
 4. One certified true copy of highest educational certificate
 5. One certified true copy of highest educational results transcript
 6. Certified true copy of working testimonials stating the position held and salary per month. (If unemployed, provide parents' or spouse's working testimonials)
- Please note that Notarised Translations are required if the documents are not in English.

OTHM Level 7 Diploma in Strategic Management and Leadership

This course is to develop strategic management and leadership skills for managers who have the authority and personal attributes to translate organisational strategy into effective operational performance. The course has a clear work-related emphasis on practical skills development alongside theoretical fundamentals. (refer to <https://www.othm.org.uk/qualification.html> for more detail.)

Objectives

The aims of this course are to equip learners with the key skills and capabilities to become an effective strategic manager. The qualification also allows learners to progress into or within employment and/or continue their study towards an MBA with advanced standing (refer to www.othm.org.uk for more detail).

Entry Requirements:

- 1) Age: 21 and above;
and
- 2) Academic Level: Possess one of the following entrance requirements:
 - An honours degree in related subject or UK level 6 diploma or an equivalent overseas qualification or
 - Mature candidates (over 30 years old) with 8 years of relevant experience**and**
- 3) Language: Possess one of the following English Language Requirements:
 - C6 pass in English at GCE 'O' Levels or
 - Achieve a minimum band of 5.5 in IELTS or equivalent or
 - Letter from College/University clearly stating the Medium of Instruction of the highest qualification to be English
 - Pass the English Entrance Test conducted by Birmingham Academy.

Subjects

1. Strategic Management	2. Strategic Leadership
3. Strategic Human Resource Management	4. Advanced Business Research Methods
5. Strategic Change Management	6. Strategic Marketing

Course Duration

Full time, 8 months, Monday to Friday, 3 hours per day

Part Time, 9 months, Sunday, 6 hours per day

Intakes (2022)

Part Time Course			Full Time Course		
Intake	Start Date	End Date	Intake	Start Date	End Date
22PT-01	17 Jul 22	16 Apr 23	22FT-01	01 Sep 22	30 Apr 23
22PT-02	28 Aug 22	27 May 23	22FT-02	03 Oct 22	31 May 23
22PT-03	09 Oct 22	08 Jul 23	22FT-03	01 Nov 22	30 Jun 23
22PT-04	20 Nov 22	19 Aug 23	22FT-04	01 Dec 22	31 Jul 23

Manner of Teaching

Blended Learning

Average Teacher - Student Ratio

1:73 (maximum)

Manner of assessment / examination

Course assignment

Criteria for Progression

Not Applicable

Progression Pathway

Not Applicable

Awarding Body

OTHM Qualifications

Award

OTHM Level 7 Diploma in Strategic Management and Leadership

Criteria for Graduation

Complete course and all modules must obtain a 'Pass' **And** results approved by EQA **And** meet minimum attendance requirement as below:

For Full-Time: at least 90% attendance (absence with valid reason)

For Part-Time: at least 75% attendance (absence with valid reason)

Criteria for Award

Complete course and all modules must obtain a 'Pass' **And** results approved by EQA **And** meet minimum attendance requirement as below:

For Full-Time: at least 90% attendance (absence with valid reason)

For Part-Time: at least 75% attendance (absence with valid reason)

Fees Structure (S\$- Singapore Dollar)

Full-Time (F2F): S\$18,252.00 (with GST)

Full-Time (e-Learning): S\$16,956.00 (with GST)

Part-Time (blended): S\$15,087.60 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable.

Document Required for Application

1. Photocopy of Passport
2. Two recent passport sized photographs (with white background)
3. One certified true copy of highest educational certificate
4. One certified true copy of highest educational results transcript
where Student Pass application is to be applied, the following documents must be provided.
5. One certified true copy of birth certificate
 1. Bank Statements/Fixed Deposit for visa required nationals
 2. Photocopy of parents' passport (If below 18 years old)
 3. Certified true copy of working testimonials stating the position held and salary per month. (If unemployed, provide parents' or spouse's working testimonials)

Please note that Notarised Translations are required if the documents are not in English.

OTHM Level 7 Diploma in Strategic Management and Leadership (E-Learning)

This course is to develop strategic management and leadership skills for managers who have the authority and personal attributes to translate organisational strategy into effective operational performance. The course has a clear work-related emphasis on practical skills development alongside theoretical fundamentals. (refer to <https://www.othm.org.uk/qualification.html> for more detail.)

Objectives

The aims of this course are to equip learners with the key skills and capabilities to become an effective strategic manager. The qualification also allows learners to progress into or within employment and/or continue their study towards an MBA with advanced standing (refer to www.othm.org.uk for more detail).

Entry Requirements:

- 4) Age: 21 and above;
and
- 5) Academic Level: Possess one of the following entrance requirements:
- An honours degree in related subject or UK level 6 diploma or an equivalent overseas qualification or
 - Mature candidates (over 30 years old) with 8 years of relevant experience
- and**
- 6) Language: Possess one of the following English Language Requirements:
- C6 pass in English at GCE 'O' Levels or
 - Achieve a minimum band of 5.5 in IELTS or equivalent or
 - Letter from College/University clearly stating the Medium of Instruction of the highest qualification to be English
 - Pass the English Entrance Test conducted by Birmingham Academy.

Subjects

1. Strategic Management	2. Strategic Leadership
3. Strategic Human Resource Management	4. Advanced Business Research Methods
5. Strategic Change Management	6. Strategic Marketing

Course Duration

Full time, 8 months, Monday to Friday, 4 hours per day

Intakes

No Intake for Year 2022.

Manner of Teaching

e-Learning (Synchronous lesson)

Average Teacher - Student Ratio

1:73 (maximum)

Manner of assessment / examination

Course assignment

Criteria for Graduation

Complete course and all modules must obtain a 'Pass' **And** Meet Minimum Attendance Requirement of at least 75% attendance (absence with valid reason)

Criteria for Progression

Not Applicable

Progression Pathway

Not Applicable

Criteria for Award

Complete course and all modules must obtain a 'Pass' **And** Meet Minimum Attendance Requirement of at least 75% attendance (absence with valid reason) **And** results approved by EQA

Award

OTHM Level 7 Diploma in Strategic Management and Leadership

Awarding Body

OTHM Qualifications

Fees Structure (S\$- Singapore Dollar)

Full-Time (F2F): S\$18,252.00 (with GST)

Full-Time (e-Learning): S\$16,956.00 (with GST)

Part-Time (blended): S\$15,087.60 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

Refer to price list for non-refundable.

Document Required

1. Photocopy of Passport
 2. Two recent passport sized photographs (with white background)
 3. One certified true copy of highest educational certificate
 4. One certified true copy of highest educational results transcript
- Please note that Notarised Translations are required if the documents are not in English.

OTHM Level 6 Diploma in Business Management (E-Learning)

The OTHM Level 6 Diploma in Business Management qualification is designed to ensure that each learner is 'business ready': a confident, independent thinker with a detailed knowledge of business and management and equipped with the skills to adapt rapidly to change.

Objectives

The aims of this course are to provide learners with an excellent foundation for a career in a range of organisations. This qualification also allows learners to progress to further study or employment (refer to www.othm.org.uk for more detail).

Entry Requirements:

- 1) Age: 18 and above;
and
- 2) Academic Level: Possess one of the following entrance requirements:
 - Relevant NQF/QCF/RQF Level 5 Diploma or equivalent or
 - Birmingham Academy's Advanced Diploma or
 - Relevant Advanced/Higher Diplomas from other recognised local/overseas polytechnics or other PEIs
 - Mature candidates (over 30 years old) with 8 years of relevant experience**and**
- 3) Language: Possess one of the following English Language Requirements:
 - C6 pass in English at GCE 'O' Levels or
 - Achieve a minimum band of 5.5 in IELTS or equivalent or
 - Letter from College/University clearly stating the Medium of Instruction of the highest qualification to be English
 - Pass the English Entrance Test conducted by Birmingham Academy.

Subjects

1. Leadership and People Management	2. Business Research Project
3. Operations Management	4. Financial Decision Making
5. Sustainable Business Practices	6. Strategic Human Resource Management

Course Duration

Full time, 8 months, Monday to Friday, 4 hours per day

Intakes

No Intake for Year 2022.

Manner of Teaching

e-Learning (Synchronous lesson)

Average Teacher - Student Ratio

1:73 (maximum)

Manner of assessment / examination

Course assignment

Criteria for Graduation

Complete course and all modules must obtain a 'Pass' **And** Meet Minimum Attendance Requirement of at least 75% attendance (absence with valid reason)

Criteria for Progression

Not Applicable

Progression Pathway

Not Applicable

Criteria for Award

Complete course and all modules must obtain a 'Pass' **And** Meet Minimum Attendance Requirement of at least 75% attendance (absence with valid reason) **And** results approved by EQA

Award

OTHM Level 6 Diploma in Business Management

Awarding Body

OTHM Qualifications

Fees Structure (S\$- Singapore Dollar)

Full-Time (e-Learning): S\$14,752.80 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

Refer to price list for non-refundable.

Document Required

1. Photocopy of Passport
2. Two recent passport sized photographs (with white background)
3. One certified true copy of highest educational certificate
4. One certified true copy of highest educational results transcript

Please note that Notarised Translations are required if the documents are not in English.

Advanced Diploma in Business Management (E-Learning)

The Advanced Diploma in Business Management (E-Learning) is specially designed to equip trainee with theoretical and practical perspective of business management. It aims to enhance trainee decision making skills and their ability to carry out duties more effectively and efficiently in the challenging business world.

Objectives

At the end of this program, students shall have the relative attitude, knowledge and skills in the following areas Business Environment, Finance Resource and Decision, Organisational Behaviour, Principle of Marketing, Business Decision, Business Strategy, Management Accounting, Business Excellence, Research Project.

Entry Requirements:

- 1) Age: 18 and above;
and
- 2) Academic Level: Possess one of the following entrance requirements:
 - Obtained at least a Pass at GCE A-Level in any 3 subjects or equivalent
 - Relevant NQF/QCF/RQF Level 4 Diploma or equivalent or
 - Birmingham Academy's Diploma or
 - Relevant Diplomas from other recognised local/overseas polytechnics or other PEIs
 - Mature candidates (over 30) with 8 years' relevant working experience**and**
- 3) Language: Possess one of the following Language Requirements:
 - C6 pass in English at GCE 'O' Levels or
 - Letter from College/University clearly stating the Medium of Instruction of the highest qualification to be English
 - Pass the English Entrance Test conducted by Birmingham Academy.

Subjects

1. Business Environment	2. Finance Resource and Decision
3. Organisational Behaviour	4. Principle of Marketing
5. Business Decision	6. Business Strategy
7. Management Accounting	8. Business Excellence
9. Research Project	

Course Duration

Full time, 9 months, Monday - Friday, 3 hours per day

Intakes

Intake.	Start Date and End Date	Intake No.	Start Date and End Date
01	01 Jul 2022 – 31 Mar 2023	05	01 Oct 2022 – 30 Jun 2023
02	01 Aug 2022 – 28 Apr 2023	06	01 Nov 2022 – 30 Jul 2023
03	01 Sep 2022 – 31 May 2023	07	01 Dec 2022 – 31 Aug 2023

Please note that prospective students are advised to submit their application at least 6 weeks before the start date.

Manner of Teaching

e-Learning (Synchronous lesson)

Average Teacher - Student Ratio

1:730 (maximum)

Manner of Assessment

Course assignment

Award

Advanced Diploma in Business Management

Awarding Body

Birmingham Academy

Progression Pathway

Not Applicable

Criteria for Graduation

Complete course and all modules must obtain a 'Pass' **And** Meet Minimum Attendance Requirement of at least 75% attendance (absence with valid reason)

Criteria for Award

Complete course and all modules must obtain a 'Pass' **And** Meet Minimum Attendance Requirement of at least 75% attendance (absence with valid reason)

Criteria for Progression

Not Applicable

Fees Structure (S\$- Singapore Dollar)

Full-Time: S\$7,851.60 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

Refer to price list for non-refundable.

Document Required for Course Application

1. Photocopy of Passport
2. Two recent passport sized photographs (with white background)
3. One certified true copy of highest educational certificate
4. One certified true copy of highest educational results transcript
where Student Pass application is to be applied, the following documents must be provided.
5. One certified true copy of birth certificate
6. Bank Statements/Fixed Deposit for visa required nationals
7. Photocopy of parents' passport (If below 18 years old)
8. Certified true copy of working testimonials stating the position held and salary per month. (If unemployed, provide parents' or spouse's working testimonials)

Please note that Notarised Translations are required if the documents are not in English.

Certificate in Chinese Language (Part-time)

This Part-Time Certificate in Chinese Language program combines maximum progress with maximum communicative practice. It develops fluency, confidence and accuracy while improving all the essential skills of reading, listening, speaking and writing. It's designed to develop student's grasp of the Chinese Language.

Courses

1. Certificate in Chinese Language - Elementary

This course is intended for students with very little knowledge of the Chinese language. The courses focus on basic Hanyu Pinyin (Chinese phonetics), reading, speaking and writing skills. On completion of the course, the student will be able to listen to and understand simple conversations, read and understand simple articles, communicate clearly but slowly.

Entry Requirements: Age 12 and above

Progression Pathway: Certificate in Chinese Language - Intermediate (Awarding Body: Birmingham Academy)

2. Certificate in Chinese Language - Intermediate

The aim of this course is to improve the Chinese ability of students. On completion of the course, the student will be able to converse with others in common settings, speak clearly enough to be easily understood by others, read and understand the main points of common written texts and articles.

Entry Requirements: Age 12 and above, completed Certificate in Chinese Language – Elementary or Equivalent

Progression Pathway: Certificate in Chinese Language - Advanced (Awarding Body: Birmingham Academy)

3. Certificate in Chinese Language - Advanced

This course aims to improve students' listening, speaking, reading and writing skills, so that they will be able to meet the language requirement to further their studies. On completion of the course, the student will be able to read and understand the main points of written material, write in simple correct Chinese in several formats.

Entry Requirements: Age 12 and above, completed Certificate in Chinese Language – Intermediate or Equivalent

Progression Pathway: Not Applicable

Subject

Chinese Language

Course Duration

Part time, 6 months, 3 days per week, 5 Hours per day

Intakes

Intake No.	Start Date
Elementary	01 January, 01 April, 01 July, 01 October
Intermediate	01 January, 01 July
Advanced	01 January, 01 July

Please note that course will only start with a minimum of 15 students

Manner of Teaching

Lectures, Tutorial, Audio Immersion (via CDs), Role-play

Average Teacher - Student Ratio

1:34 (maximum)

Manner of assessment / examination

End of course written & oral examination (Final Exam)

Criteria for Graduation

Complete course and Total marks for written and oral must be at least 50% in the Final Exam
And

Meet Minimum Attendance Requirement for

- At least 75% attendance (absence with valid reason)

Criteria for Progression

Complete course and Total marks for written and oral must be at least 40% in the Final Exam
And

Meet Minimum Attendance Requirement for

- At least 75% attendance (absence with valid reason)

Criteria for Award

Complete course and Total marks for written and oral must be at least 50% in the Final Exam
And

Meet Minimum Attendance Requirement for

- At least 75% attendance (absence with valid reason)

Award

Certificate in Chinese Language – Elementary Or

Certificate in Chinese Language – Intermediate Or

Certificate in Chinese Language - Advanced

Awarding Body

Birmingham Academy

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 4,136.40 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable.
2. No student pass will be applied

Document Required

1. Photocopy of Passport
 2. Two recent passport sized photographs (with white background)
 3. One certified true copy of highest educational certificate
 4. One certified true copy of highest educational results transcript
- Please note that Notarised Translations are required if the documents are not in English.

Diploma in Business Chinese (Part-time)

This Part-Time Business Chinese Courses combines maximum progress with maximum communicative practice. It develops fluency, confidence and accuracy while improving all the essential skills of reading, listening, speaking and writing. It's designed to develop student's grasp of the Chinese Language in a business context.

Objectives

The aims of this course are to enable students to develop the ability to:

- ✓ write apt and accurate Chinese suited to the stated purpose
- ✓ understand and write Chinese using formats that are current and common in business communication
- ✓ adopt the tone, form, layout, content and composition appropriate to the requirements of a given situation
- ✓ understand spoken and recorded Business Chinese at the defined level
- ✓ participate in conversations

On completion of the course, the student will be able to read and understand the main points of written material, write in correct Chinese in several business formats.

Entry Requirements

Age: Age 16 years old and above

Academic: Obtained at least a C6 at GCE O-Level in any 3 subjects or equivalent

Language: Obtained at least D7 at GCE O-Level in English Language or a pass in placement test

Course Duration

Part-time, 15 months, 3 days per week, 4 Hours per day

Subjects

1. Reading
2. Writing
3. Listening
4. Speaking
5. Integrated Chinese

Manner of Teaching

Lectures, Tutorial, Audio Immersion (via CDs), Role-play

Intakes

Intake No.	Start Date and End Date
01	01 January – 31 December
02	01 July – 30 June

Please note that course will only start with a minimum of 15 students

Average Teacher - Student Ratio

1:34 (maximum)

Manner of assessment / examination

End of module written / oral examination (Final Exam)

Criteria for Graduation

Complete course and all examinations must obtain at least 50% And

Meet Minimum Attendance Requirement for

- At least 75% attendance (absence with valid reason)

Criteria for Progression

Not applicable

Criteria for Award

Complete course and all examinations must obtain at least 50%

And

Meet Minimum Attendance Requirement for

- At least 75% attendance (absence with valid reason)

Award

Diploma in Business Chinese

Awarding Body

Birmingham Academy

Pathway/Articulation

Not applicable

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 7,149.60 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable.
2. No student pass will be applied

Document Required

1. Photocopy of Passport
2. Four recent passport sized photographs (with white background)
3. One certified true copy of highest educational certificate
4. One certified true copy of highest educational results transcript

Please note that Notarised Translations are required if the documents are not in English.

Diploma (Level 3) in Business Management (Part-time)

This part time course provides knowledge and understanding of different areas of the business world. Students have the opportunity to gain broad background in business management which allows students to gain the qualification in order to enter a specialist area of employment or to progress to Birmingham's Advanced Diploma in Business Management.

Objectives

The aims of this course are to enable students to have the relative attitude, knowledge and skills in the following areas; Business Environment, Business Resource, Introduction to Marketing, Business Communication, Training in the Business Workplace, Managing a Business Event, Developing Teams in Business, Managing Physical Resources in a Business Environment and Business Accounting.

Entry Requirements:

Age: Age 16 years old and above
Academic: Obtained at least a C6 at GCE O-Level in any 3 subjects or equivalent
Language: Obtained at least D7 at GCE O-Level in English Language or a pass in placement test

Subjects

1. The Business Environment
2. Business Resource
3. Introduction to Marketing
4. Business Communication
5. Training in the Business Workplace
6. Managing a Business Event
7. Developing Teams in Business
8. Managing Physical Resources in a Business Environment
9. Business Accounting

Course Duration

Part-time, 12 months, 3 days per week, 3 hours per day

Intakes

Intake No.	Start Date and End Date
01	01 December – 30 November
02	01 April – 31 March
03	01 July – 30 June
04	01 October – 30 September

Please note that course will only start with a minimum of 15 students

Manner of Teaching

Lectures, tutorial, discussion strategies, teamwork

Average Teacher - Student Ratio

1:32 (maximum)

Manner of assessment / examination

Mid and End of module written examination

Criteria for Graduation

Complete course and all examinations must obtain at least 50% And

Meet Minimum Attendance Requirement for

- At least 75% attendance (absence with valid reason)

Criteria for Progression

Complete course and at least 6 examinations obtained at least 50% And

Meet Minimum Attendance Requirement for

- At least 75% attendance (absence with valid reason)

Progression Pathway

Birmingham Academy for Advanced Diploma in Business Management

Criteria for Award

Complete course and all examinations must obtain at least 50% And

Meet Minimum Attendance Requirement for

- At least 75% attendance (absence with valid reason)

Award

Diploma (Level 3) in Business Management

Awarding Body

Birmingham Academy

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 5,529.60 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable.
2. No student pass will be applied

Document Required

1. Photocopy of Passport
2. Four recent passport sized photographs (with white background)
3. One certified true copy of highest educational certificate
4. One certified true copy of highest educational results transcript

Please note that Notarised Translations are required if the documents are not in English.

Advanced Diploma in Business Management (Part-time)

This part-time course is specially designed to equip trainee with theoretical and practical perspective of business management. It aims to enhance trainee decision making skills and their ability to carry out duties more effectively and efficiently in the challenging business world.

Objectives

The aims of this course are to enable students to have the relative attitude, knowledge and skills in the following areas; Business Environment, Finance Resource and Decision, Organisational Behaviour, Principle of Marketing, Business Decision, Business Strategy, Management Accounting, Business Excellence and Research Project.

Entry Requirements:

Age: Age 18 years old and above
Academic: Obtained at least a pass at GCE A-Level in any 3 subjects or equivalent
Language: Obtained at least C6 at GCE O-Level in English Language or a pass in placement test

Subjects

1. Business Environment
2. Financial Resource and Decision
3. Organisational Behaviour
4. Principle of Marketing
5. Business Decision
6. Business Strategy
7. Management Accounting
8. Business Excellence
9. Research Project

Course Duration

Part-time, 12 months, 2 days per week, 4 hours per day

Intakes

Intake No.	Start Date and End Date
01	01 December – 30 November
02	01 April – 31 March
03	01 July – 30 June
04	01 October – 30 September

Please note that course will only start with a minimum of 15 students

Manner of Teaching

Lectures, tutorial, discussion strategies, teamwork

Average Teacher - Student Ratio

1:73 (maximum)

Manner of assessment / examination

Mid and End of module written examination and project for Research Project module.

Criteria for Graduation

Complete course and all modules must obtain at least 50%
And

Minimum Attendance Requirement

At least 75% attendance (absence with valid reason)

Criteria for Progression

Not Applicable

Progression Pathway

Not Applicable

Criteria for Award

Complete course and all modules must obtain at least 50%
And

Minimum Attendance Requirement

At least 75% attendance (absence with valid reason)

Award

Advanced Diploma in Business Management

Awarding Body

Birmingham Academy

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 5,529.60 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable.
2. No student pass will be applied

Document Required

1. Photocopy of Passport
2. Four recent passport sized photographs (with white background)
3. One certified true copy of highest educational certificate
4. One certified true copy of highest educational results transcript

Please note that Notarised Translations are required if the documents are not in English.

Diploma in Hospitality Operations (Part-time)

The Diploma in Hospitality Operations programme trains students for entry into the Hospitality Management domain. Students learn about the complex needs of hotel visitors, with an emphasis on resolving problems and elevating the overall service experience.

Upon completion of the course, the students would have a solid understanding across the whole range of hospitality operational management, covering: -

1. The Hospitality Industry in relation to the overall Tourism Industry
2. Understand the inter-related functions of the Hotel Front Office and the Housekeeping Departments
3. Appreciate the importance of the F & B Department
4. Controlling costs to ensure business viability from a hotel prospective
5. The improvement of supervisory skills from a hospitality industry perspective.
6. Appreciate the importance of acquiring effective training process model as a working tool.
7. Applying the marketing concepts in relation to the service nature of the hospitality industry.
8. Understand the importance of Quality Customer Service.

Entry Requirements:

- 1) 16 years of age and above
- 2) Obtained at least a pass at GCE O Level in any three subjects or Pass in placement test or equivalent
- 3) At least a pass at GCE O Level English or Pass in placement test or equivalent

Subjects

1. Hospitality Operations Management
2. Room Division Operations
3. Food and Beverage Operations Management
4. Hospitality Cost Control
5. Supervisory Management
6. Effective OJT Skills for Managers in Hospitality
7. Hospitality Marketing
8. Customer Service

Course Duration

Part-time, 8 months, 1 day per week, 6 hours per day

Manner of Teaching

Lectures, tutorial, discussion strategies, teamwork

Intakes

Intake No.	Start Date and End Date	Intake No.	Start Date and End Date
01	07 January – 19 August	07	01 July – 03 February
02	04 February – 16 September	08	29 July – 03 March
03	11 March – 14 October	09	26 August – 31 March
04	08 April – 11 November	10	23 September – 28 April
05	06 May – 09 December	11	21 October – 26 May

06

03 June – 06 January

12

18 November – 23 June

Please note that course will only start with a minimum of 15 students

Average Teacher - Student Ratio

1:32 (maximum)

Manner of assessment / examination

End-of-module written examination

Criteria for Graduation

Complete course and all modules must obtain at least 50%; And

Meet Minimum Attendance Requirement for

- Local Student - At least 75% attendance (absence with valid reason)

Criteria for Progression

Complete course and at least 7 modules obtained at least 50%; And

Meet Minimum Attendance Requirement for

- Local Student - At least 75% attendance (absence with valid reason)

Progression Pathway

Advanced Diploma in Hospitality Management (Awarding Body: Birmingham Academy)

Criteria for Award

Complete course and all modules must obtain at least 50%; And

Meet Minimum Attendance Requirement for

- Local Student - At least 75% attendance (absence with valid reason)

Award

Diploma in Hospitality Operations

Awarding Body

Birmingham Academy

Document Required

1. Photocopy of Passport
2. Four recent passport sized photographs (with white background)
3. One certified true copy of highest educational certificate
4. One certified true copy of highest educational results transcript

Please note that Notarised Translations are required if the documents are not in English.

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 4,006.80 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable.
2. No student pass will be applied

Diploma in Financial Management (Part-time)

The Diploma in Financial Management programme is intended for students who want to increase their familiarity with the practical aspect of financial management. Upon completion of the course, it provides students with an opportunity to acquire knowledge on business environment, business communication, business accounting and marketing as well as organizing financial events.

Entry Requirements:

- 1) Age: 16 and above;
- 2) Obtained at least a pass at GCE O Level in any three subjects or Pass in placement test or equivalent;
- 3) At least a passed at GCE O Level English or Pass in Placement Test or equivalent

Subjects

1. Business Environment
2. Introduction to Marketing
3. Business Communication
4. Managing a Business Event
5. Business Accounting
6. Financial Resource and Decision

Course Duration

Part time, 9 months,
3 times a week, 3 hours per day

Intakes

Intake No.

01

Start Date

Every 1st working day of the month

Please note that course will only start with a minimum of 15 students

Manner of Teaching

Lectures, tutorial, discussion strategies, teamwork

Average Teacher - Student Ratio

1:73 (maximum)

Manner of assessment / examination

End-of-module written and assignment/projects examination

Criteria for Graduation

Complete course and all modules must obtain at least 50%; And

Meet Minimum Attendance Requirement for

- Local Student - At least 75% attendance (absence with valid reason)

Progression Pathway

Advanced Diploma in Business Management (Awarding Body: Birmingham Academy)

Criteria for Progression

Complete course and at least 5 modules obtained at least 50%

And

Meet Minimum Attendance Requirement for

- Local Student - At least 75% attendance (absence with valid reason)

Criteria for Award

Complete course and all modules must obtain at least 50%

And

Meet Minimum Attendance Requirement for

- Local Student - At least 75% attendance (absence with valid reason)

Award

Diploma in Financial Management

Awarding Body

Birmingham Academy

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 4,384.80 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable.
2. No student pass will be applied

Document Required

1. Photocopy of Passport
2. Four recent passport sized photographs (with white background)
3. One certified true copy of highest educational certificate
4. One certified true copy of highest educational results transcript

Please note that Notarised Translations are required if the documents are not in English.

Diploma in Business (Chinese) – Part Time

Diploma in Business (Chinese), is specially designed to equip students with understanding of business management, providing an overview of a typical business organization and functions to give students a balanced perspective in business decision-making. It aims to enhanced business skills to deal effectively with the rapidly changing business environment.

Objectives

Upon successful completion of this course, students will be equipped with enhanced business skills to deal effectively with the rapidly changing business environment.

Entry Requirements:

7) Age: 17 and above;

and

8) Academic Level: Possess one of the following entrance requirements:

- At least a pass in 1 subject at GCE 'O' Levels or
- Completed Secondary School formal education or
- Relevant NQF/QCF/RQF Level 1 Diploma or equivalent or
- Relevant Certificate from other recognised local/overseas polytechnics or other PEIs
- Mature candidates (over 30) with 8 years' relevant experience

and

9) Language: Possess one of the following Language Requirements:

- C6 pass in Chinese at GCE 'O' Levels or
- Evidence to show the Medium of Instruction of the highest qualification is in Chinese or
- Pass the Chinese Entrance Test conducted by Birmingham Academy.

Subjects

1. Marketing Management	2. E-Marketing
3. Business Etiquette	4. Enterprises Investment
5. Enterprise Management	6. Customer Service
7. Accounting	8. Leadership Skills

Course Duration

Part time, 12 months, Sunday, 3 hours per day

Intakes

Intake.	Start Date and End Date	Intake No.	Start Date and End Date
01	15 May 2022 – 14 May 2023	05	04 Sep 2022 – 03 Sep 2023
02	12 Jun 2022 – 11 Jun 2023	06	02 Oct 2022 – 01 Oct 2023
03	10 Jul 2022 – 09 Jul 2023	07	30 Oct 2022 – 29 Oct 2023
04	07 Aug 2022 – 06 Aug 2023	08	27 Nov 2022 – 26 Nov 2023

Please note that prospective students are advised to submit their application at least 6 weeks before the start date.

Manner of Teaching

Blended Learning

Average Teacher - Student Ratio

1:73 (maximum)

Manner of Assessment

Course assignment

Award

Diploma in Business (Chinese)

Awarding Body

Birmingham Academy

Progression Pathway

Not Applicable

Criteria for Graduation

Complete course and all modules must obtain a 'Pass' **And** Meet Minimum Attendance Requirement of at least 75% attendance (absence with valid reason)

Criteria for Award

Complete course and all modules must obtain a 'Pass' **And** Meet Minimum Attendance Requirement of at least 75% attendance (absence with valid reason)

Criteria for Progression

Not Applicable

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 4,557,60 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable.
2. No student pass will be applied

Document Required for Course Application

1. Photocopy of Passport
2. Two recent passport sized photographs (with white background)
3. One certified true copy of highest educational certificate
4. One certified true copy of highest educational results transcript

Please note that Notarised Translations are required if the documents are not in English.

Diploma in Building Constructive Management (Chinese) – Part-Time

Diploma in Building Construction Management (Chinese), is specially designed to equip students with knowledge, skills in the field of building construction management.

Objectives

Upon successful completion of this course, students will be equipped with applied appreciation of core business disciplines in Materials of Building, Construction Management and Skills, Construction Structure and Structure of Building.

Entry Requirements:

10) Age: 17 and above;

and

11) Academic Level: Possess one of the following entrance requirements:

- At least a pass in 1 subject at GCE 'O' Levels or
- Completed Secondary School formal education or
- Relevant NQF/QCF/RQF Level 1 Diploma or equivalent or
- Relevant Certificate from other recognised local/overseas polytechnics or other PEIs
- Mature candidates (over 30) with 8 years' relevant experience

and

12) Language: Possess one of the following Language Requirements:

- C6 pass in Chinese at GCE 'O' Levels or
- Evidence to show the Medium of Instruction of the highest qualification is in Chinese or
- Pass the Chinese Entrance Test conducted by Birmingham Academy.

Subjects

1. Materials of Building	2. Materials of Building (Enhanced)
3. Construction Structure	4. Construction Structure (Enhanced)
5. Structure of Building	6. Structure of Building (Enhanced)
7. Construction Management and Skills	8. Construction Management and Skills (Enhanced)

Course Duration

Part time, 12 months, Sunday, 3 hours per day

Intakes

Intake.	Start Date and End Date	Intake No.	Start Date and End Date
01	15 May 2022 – 14 May 2023	05	04 Sep 2022 – 03 Sep 2023
02	12 Jun 2022 – 11 Jun 2023	06	02 Oct 2022 – 01 Oct 2023
03	10 Jul 2022 – 09 Jul 2023	07	30 Oct 2022 – 29 Oct 2023
04	07 Aug 2022 – 06 Aug 2023	08	27 Nov 2022 – 26 Nov 2023

Please note that prospective students are advised to submit their application at least 6 weeks before the start date.

Manner of Teaching

Blended Learning

Average Teacher - Student Ratio

1:73 (maximum)

Manner of Assessment

Course assignment

Award

Diploma in Building Construction
Management (Chinese)

Awarding Body

Birmingham Academy

Progression Pathway

Not Applicable

Criteria for Graduation

Complete course and all modules must obtain a 'Pass' **And** Meet Minimum Attendance Requirement of at least 75% attendance (absence with valid reason)

Criteria for Award

Complete course and all modules must obtain a 'Pass' **And** Meet Minimum Attendance Requirement of at least 75% attendance (absence with valid reason)

Criteria for Progression

Not Applicable

Fees Structure (S\$- Singapore Dollar)

Total Course Fee: S\$ 4,557,60 (with GST)

Refer to price list for total course fee breakdown.

Miscellaneous Fee (non-compulsory and non-standard fees which are paid only when necessary or applicable):

Refer to price list for type of miscellaneous fee.

Remark:

1. Refer to price list for non-refundable.
2. No student pass will be applied

Document Required

1. Photocopy of Passport
2. Two recent passport sized photographs (with white background)
3. One certified true copy of highest educational certificate
4. One certified true copy of highest educational results transcript

Please note that Notarised Translations are required if the documents are not in English.

Comprehensive List of Student Support Services

At Birmingham, we regard students' development, wellness and satisfaction to be of utmost importance. As such, we have a comprehensive Student Support Services that we hope to meet the needs of its students so as to create an environment conducive for students to focus on their academic studies. We also provide a range of holistic programmes to develop students holistically so that they become socially responsible people.

Type of Student Support Services

i. Student Protection are, but not limited to:

- Fee Protection Scheme (FPS)
- Dispute resolution policy
- Refund policy
- Course transfer, withdrawal and deferment policy
- Appeal policy

ii. Student development programme, but not limited to:

- pre-course counselling
- coordination for pastoral counselling (external)
- attendance monitoring
- support programme for learning improvement
- bonding activities

iii. Adaptation to local environment programme, but not limited to:

- orientation for newly enrolled students
- advice on accommodation options for international students
- Singapore Immigration and Checkpoints Authority's regulation on term and condition for a student pass
- National Environment Agency's regulation on smoking
- career advice to assist student responsible;
- parent-teacher group for students under 18 years of age

iv. Conducive environment, but not limited to:

- safety and security environment
- fire drills

v. Adequate Facilities and Infrastructure, but not limited to:

- library and reference books
- WIFI
- Classrooms
- Projectors
- first aid box

vi. Student and Graduates outcomes programme, but not limited to:

- progression pathway advice
- career advice
- student alumni

Type of Holistic Programmes

i. Type of holistic programmes are, but not limited to:

- co-curricular activities
- community involvement
- Mental health programmes

Disciplinary Policy

Birmingham aims to ensure that students are provided with an accessible, safe and inclusive learning environment so that they are able to derive the maximum benefit from their course of study. This policy and procedure will ensure elimination of unfair components such as ignorance.

SCOPE

This policy applies to all students in Birmingham Academy.

CLASSIFICATION

All students must abide by the following conduct. Any non-compliance is tantamount to a disciplinary issue.

A. Classroom Conduct

- i. Punctuality for all lessons;
- ii. No food and drinks (except bottled drinks);
- iii. No disruption to the learning of others such as talking, playing, etc;
- iv. No audio taping, photography and videotaping;
- v. Adhere to the attendance policy of Birmingham Academy;
- vi. Adhere to related agencies' (such as ICA, CPE, MOM) regulations and policies;

B. Academic Conduct

- i. Participate and complete all homework, assignment, etc instructed by the Teacher/Lecturer;
- ii. Abide to academic calendar for their course;
- iii. Abide to School's policies and regulations such as leave application condition;

C. General Conduct

- i. Respectful to Teachers, Lecturers and all staffs in the School;
- ii. No scurrilous, profane, or obscene language;
- iii. Not to engage in conduct that is racist, sexist, or in other ways discriminatory;
- iv. No actions that will cause fear and/or harm to people. Actions such as threatening, fighting, rioting, etc;

CONSEQUENCE

Students that contravene the disciplinary policy will result in suspended from the course for a period of at least 6 months or terminated from course.

RIGHT OF APPEAL

Students have the right to appeal to the Principal. Birmingham will act according to the Appeal Policy & Procedure. The school reserves the right to follow the disciplinary policy and procedure.

Fee Protection Scheme (FPS)

The Fee Protection Scheme (FPS) serves to protect students' fees in the event a private education institution is unable to continue operating due to insolvency, and/or regulatory closure. The Fee Protection Scheme also protects students if the private education institution fails to pay penalties or return fees to the students arising from judgment made against it by the Singapore courts. It was first launched as the SPS (Student Protection Scheme) initiated by CASETRUST and now it has been replaced with FPS (Fee Protection Scheme) under EduTrust.

EduTrust-certified private education institutions are required to adopt the Fee Protection Scheme to provide full protection to all fees paid by their students. All fees refer to all monies paid by the students to be enrolled in a private education institution, excluding the course application fee, agent commission fee (if applicable), miscellaneous fees (non-compulsory and non-standard fee paid only when necessary or where applicable, for example, the re-exam fee or charges for credit card payment etc.) and GST.

FPS Insurance Scheme at Birmingham Academy

Birmingham Academy provides FPS Insurance Scheme to all our students to protect the course fees. School shall purchase FPS Insurance within 7 working days from the date of receipt of the course fees. The insurance coverage shall commence from the date of receipt of the course fees till the due date of the next payment or the course end date, whichever is earlier. Birmingham Academy is using the services of The Lonpac Insurance Bhd, one of the service providers for FPS appointed by CPE.

Birmingham Academy's FPS Insurance Policy No.: Z/17/BM00/000625

REFUND POLICY

1. Refund for Withdrawal Due to Non-Delivery of Course:

Birmingham will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A of the Standard PEI-Student Contract within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

2. Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Clause 1, Birmingham will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the following table.

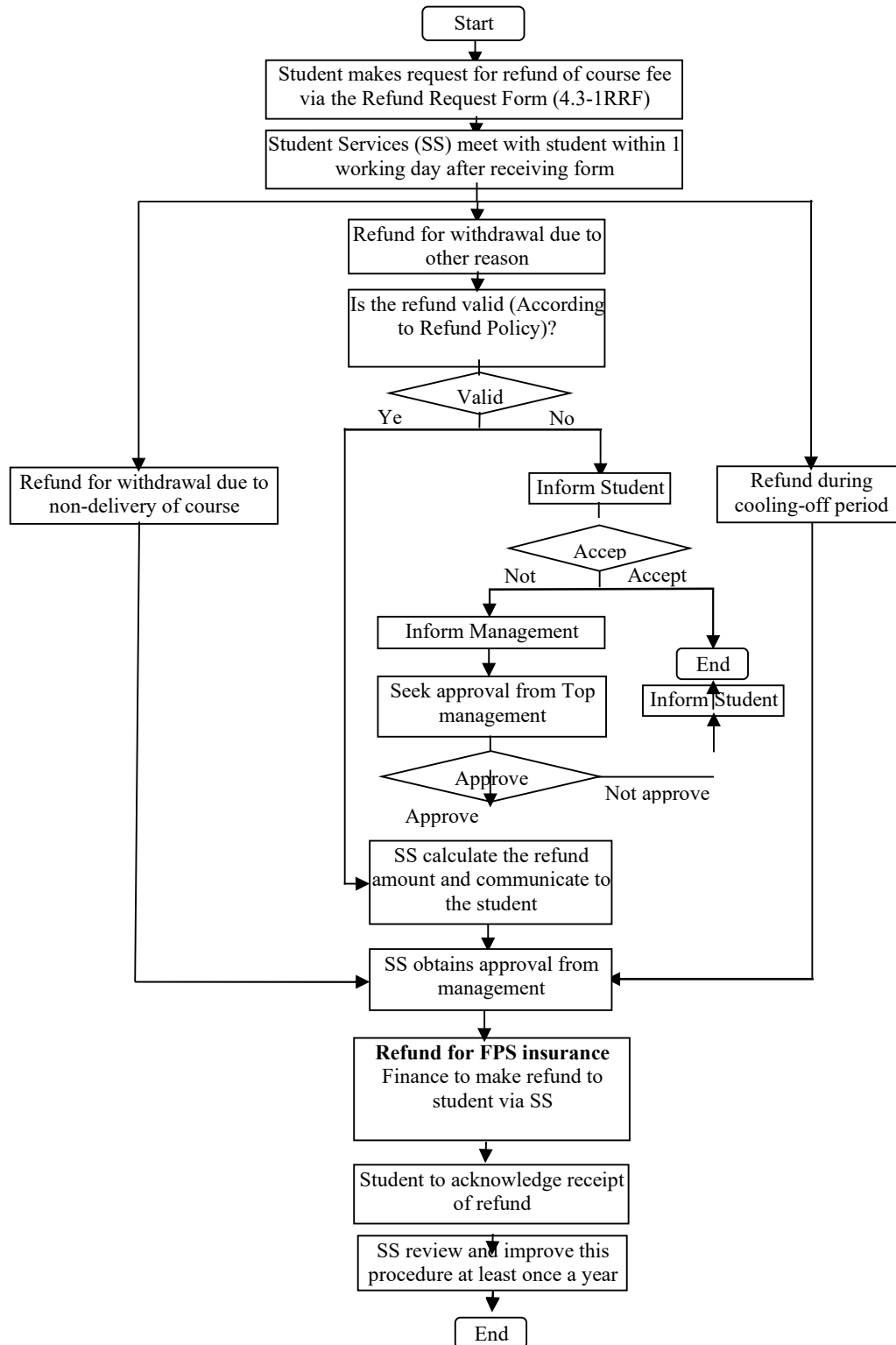
% of [the amount of fees paid under Schedules B and C of the Standard PEI-Student Contract]	If Student's written notice of withdrawal is received:
[90%]	more than [30] days before the Course Commencement Date
[0%]	before, but not more than [30] days before the Course Commencement Date
[0%]	after, but not more than [1] days after the Course Commencement Date
[0%]	more than [1] days after the Course Commencement Date

3. Refund During Cooling-Off Period:

Birmingham will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in the table) of the fees already paid if the Student submits a written notice of withdrawal to Birmingham within the cooling-off period, regardless of whether the Student has started the course or not.

Refund Procedure



Note: Refund will be complete within 7 working days of receiving the student's duly completed Refund Request Form

Student Admission Procedure

- Step 1: Prospective Students
- make enquiry to school.
- Step 2: Prospective Students will be given a pre-course counselling and receives information according to the School's Pre- course Counselling Checklist on (include but not limited to):
- About Birmingham Academy
 - Course Counselling, Course Details, and Admission requirements
 - Standard Student Contract, Fee Protection Scheme
 - School Policies & Procedures
 - Relevant Singapore laws especially those relating to ICA and Ministry of Manpower (MOM), etc
- Step 3: Interested Students
- Apply to school and fill up Course Application Form and Pre- course Counselling Checklist and provide all required documents.
- Step 4: School
- Confirm Student meets minimum entry requirement of the course
- Step 5: Interested Students
- Make Payment for Course Application Fee
- Step 6: School
- Issue Letter of Conditional Acceptance
 - Process Student's Pass Application, if applicable
- Step 7: Interested Student
- Submit Student's Pass application
 - Pay ICA Student's Pass processing fee
- Step 8: Upon IPA of Student's Pass Application, School
- Inform student
- Step 9: Upon IPA of Student's Pass Application, if applicable, or Confirmed Students
- Sign Advisory Note and Student Contract and other relevant forms with School
 - Pay course fees directly to school
 - Student abide ICA rules and collect Student's Pass, if applicable
- Step 10: Orientation, Course Starts