

## DETAILS

### Architectural Practice Course 2008

Closing date for registration:  
(Complete Course) - 15 May 08  
(Individual sessions) - 7 days prior to session(s) date

Enquiry (call Ms Jasmine Chan) Tel: (65) 6226 2668  
Fax: (65) 6226 2663

## REGISTRATION

Name: \_\_\_\_\_  
(please underline Surname)

NRIC No: \_\_\_\_\_

Membership No: [ ] SIA \_\_\_\_\_

[ ] CIJC (Pls specify Institution) \_\_\_\_\_

[ ] BOA Reg No \_\_\_\_\_

[ ] Examination Candidate [ ] Non-member

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ S ( )

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Bank/Cheque No: \_\_\_\_\_ Amount S\$ \_\_\_\_\_

Please forward your registration form and crossed cheque payable to "Singapore Institute of Architects" before the closing date to:



Ms Jasmine Chan  
Singapore Institute of Architects  
79B Neil Road, Singapore 088904

Priority will be given to 1<sup>st</sup> time PPE Candidates and will be accepted upon receipt of registration form and payment to SIA. Registration by fax will only be confirmed upon receipt of payment.

Cheque payment for this activity **should not be** combined with payment for other SIA events/courses.

Fees paid are non-refundable under all circumstances. Replacement of participant will be allowed only if notification is made at least 7 days before the event.

Where a Non-Member replaces a Member (must be from the same organisation) the fee difference will have to be made good to SIA prior to the event.

CPD PROGRAMME

SINGAPORE INSTITUTE OF ARCHITECTS

2008/037/ms/jc



Singapore Institute of Architects (SIA)

Presents

### Architectural Practice Course 2008

Date : Please see attached schedule  
Time : Registration and light refreshment will begin at 6.30 pm  
Introductory & Session 1 ~ 7.00pm to 10.15pm  
Session 2 to 24 ~ 7.00 pm to 9.30 pm  
Venue : RELC International Hotel  
Level 5  
30 Orange Grove Road  
Singapore 258352

Please tick

☐

#### COURSE FEE (Complete)

(inclusive of 7% GST and 1 refreshment per session)

Examination Candidate (EC)	\$ 1,500.00
SIA Member (SIA M)	\$ 1,500.00
BOA / CIJC Member (BOA/CIJC M)	\$ 2,000.00
Non Member (NM)	\$ 2,500.00

\* **Session 24**

~~Monday, 27 October 2008~~

Postponed to Tues, 28 Oct 08

\* **Session 23**

~~Wednesday, 22 October 2008~~

Rescheduled to Mon, 06 Oct 08

#### COURSE FEE (Individual Sessions)

(inclusive of 7% GST and 1 refreshment)

Examination Candidate (EC)	\$ 70.00
SIA Member (SIA M)	\$ 70.00
BOA / CIJC Member (BOA/CIJC M)	\$ 90.00
Non Member (NM)	\$ 110.00

(Registration for individual session(s) ~ Please complete your particulars in this page and Appendix A enclosed)

#### Note (Applicable to 1<sup>st</sup> time PPE Candidates Only)

- 1) The Board of Architects, Singapore has endorsed this Architectural Practice Course 2008. It shall replace the PPE Tutorials.
- 2) 1<sup>st</sup>-time PPE candidates (i.e. those taking their 1<sup>st</sup> PPE in 2008) are required to attain 75% attendance of this course prior to sitting for the examination.
- 3) 1<sup>st</sup>-time PPE candidates (Singaporean and Singapore PR only) will enjoy a one-time 50% re-imbursement of the course fee (for Complete Course participants only) from the Board of Architects, Singapore if they attain 75% attendance within a maximum period of 2 years.
- 4) Certificates of Attendance will be issued to all participants who meet the 75% attendance criteria.
- 5) Candidates may apply directly to the Board of Architects, Singapore for the reimbursement upon completing the course.

#### ACCREDITATION

A Singapore Institute of Architects (SIA) registered activity. Participating in this activity will accrue **3 points per session** towards the requirements of the SIA Continuing Professional Development Programme.

Registered as a CES Provider of American Institute of Architects (AIA). Participation in this activity will accrue Learning Unit Hours.

Supported by the Royal Institute of British Architects (RIBA) as valid CPD Hours for its members.

# Registration for Individual Session(s)

# Architectural Practice Course 2008

Appendix A

Name: \_\_\_\_\_ Tel (office): \_\_\_\_\_ (mobile): \_\_\_\_\_ Fax: \_\_\_\_\_  
(please underline Surname)

Session No.	Date	Time	(Please tick ✓)
1	Tuesday, 20 May 2008	7.00pm to 10.15pm	<input type="checkbox"/>
2	Wednesday, 04 June 2008	7.00pm to 9.30pm	<input type="checkbox"/>
3	Wednesday, 11 June 2008	7.00pm to 9.30pm	<input type="checkbox"/>
4	Wednesday, 18 June 2008	7.00pm to 9.30pm	<input type="checkbox"/>
5	Wednesday, 25 June 2008	7.00pm to 9.30pm	<input type="checkbox"/>
6	Wednesday, 02 July 2008	7.00pm to 9.30pm	<input type="checkbox"/>
7	Wednesday, 09 July 2008	7.00pm to 9.30pm	<input type="checkbox"/>
8	Wednesday, 16 July 2008	7.00pm to 9.30pm	<input type="checkbox"/>
9	Wednesday, 23 July 2008	7.00pm to 9.30pm	<input type="checkbox"/>
10	Wednesday, 30 July 2008	7.00pm to 9.30pm	<input type="checkbox"/>
11	Wednesday, 06 August 2008	7.00pm to 9.30pm	<input type="checkbox"/>
12	Wednesday, 13 August 2008	7.00pm to 9.30pm	<input type="checkbox"/>
13	Wednesday, 20 August 2008	7.00pm to 9.30pm	<input type="checkbox"/>
14	Wednesday, 27 August 2008	7.00pm to 9.30pm	<input type="checkbox"/>
15	Monday, 01 September 2008	7.00pm to 9.30pm	<input type="checkbox"/>
16	Wednesday, 03 September 2008	7.00pm to 9.30pm	<input type="checkbox"/>
17	Monday, 08 September 2008	7.00pm to 9.30pm	<input type="checkbox"/>
18	Wednesday, 10 September 2008	7.00pm to 9.30pm	<input type="checkbox"/>
19	Wednesday, 17 September 2008	7.00pm to 9.30pm	<input type="checkbox"/>
20	Monday, 13 October 2008	7.00pm to 9.30pm	<input type="checkbox"/>
21	Wednesday, 15 October 2008	7.00pm to 9.30pm	<input type="checkbox"/>
22	Monday, 20 October 2008	7.00pm to 9.30pm	<input type="checkbox"/>
23	<del>Wednesday, 22 October 2008</del> Monday, 06 October 2008	7.00pm to 9.30pm	<input type="checkbox"/>
24	<del>Monday, 27 October 2008</del> Tuesday, 28 October 2008	7.00pm to 9.30pm	<input type="checkbox"/>

**Important Notes (Applicable to 1<sup>st</sup> Time PPE Candidates only)**

- 1) For PPE candidate intending to sit for 2009 PPE examination, they can attend the full course in 2008. As long as he/she sits for 2009 PPE examination and also fulfill the requirement of 75% attendance as 1<sup>st</sup> time PPE candidate, the 50% reimbursement by Board of Architects, Singapore (BOA) will be applicable after the examination.
- 2) For full course registration, the attendance must be completed in 2008 for 1<sup>st</sup> time PPE examination candidate taking 2008 PPE examination. The 75% attendance rate will be calculated based on attendance in 2008, for the 50% reimbursement by BOA after the examination.
- 3) For full course registration, the attendance could be completed partially in 2008 and balance in 2009 for 1<sup>st</sup> time PPE examination candidate taking 2009 PPE examination. The sessions to be attended for 2008 have to be clearly indicated in the registration form. In the event of absence, replacement for the 'absence' session(s) in 2009 will be chargeable. The balance sessions to be attended in 2009 to be forwarded when the registration form is available in 2009. The 75% attendance rate will be calculated based on attendance from 2008 & 2009, for the 50% reimbursement by BOA after the examination.
- 4) 50% reimbursement is not applicable for partial course registration.
- 5) 50% reimbursement is not applicable for payment made by organisation.

For 50% reimbursement by BOA, kindly acknowledge the above terms and conditions by completing the "Acknowledgement" below and return to "Singapore Institute of Architects" via email: [bae@sia.org.sg](mailto:bae@sia.org.sg) or fax: 62262663. Thank you.

**Acknowledgement**

I acknowledge the above terms and conditions for 1<sup>st</sup> time PPE candidates, applying for 50% reimbursement by the Board of Architects, Singapore. I have verified with the Board of Architects, Singapore on my eligibility for my 1<sup>st</sup> PPE examination on \_\_\_\_\_.

Full Name: \_\_\_\_\_ I/C No: \_\_\_\_\_  
(Please underline surname)

Home Address: \_\_\_\_\_

\_\_\_\_\_

Signature

Tel: \_\_\_\_\_ HP: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*\* Reimbursement will only be processed upon receipt of the above acknowledgement. The reimbursement is subjected to the Board of Architects' approval. Fees paid are non-refundable under all circumstances.*

**ARCHITECTURAL PRACTICE COURSE**

Stage / Objective	Subject	Scope	Date / Time
<b>Examination Logistics</b>	<b><u>INTRODUCTORY SESSION</u></b> 1. Log Book / Case Study 2. Attitude towards Professional Practice	1. Requirements 2. Guidance on how to prepare a well documented Log Book and Case Study 3. Roles of Candidate, Supervisor and Advisor 4. Emphasis on Critical Thinking and Application of knowledge 5. Professional Maturity and Integrity	Tuesday, 20 May 08 7.00pm to 8.00pm
<b>A. Inception</b> (Prepare general outline of requirements and plan future action).	<b><u>SESSION 1</u></b> 1. Chronological Overview of Architectural Practice Procedures 2. Establishing the Preliminary Requirements of the Client 3. Establish Scope of Services required.	1. Development of An Architectural Design Brief 2. Asking the relevant questions 3. Developing a thorough Checklist 4. Learn to guide and prompt the Client in the right direction	Tuesday, 20 May 08 8.10pm to 10.15pm
	<b><u>SESSION 2</u></b> 4. Preparation of Fee Proposal and Service Agreement 5. Obtain in-principle appointment from Client	1. Duties and responsibilities of Architect & Client; SIA Basic Services 2. Code of Ethical Practices 3. Basis for Quoting Professional Fees 4. Staffing and resource requirements 5. Appointment of other allied consultants 6. Examining and choosing right form of Service Agreement 7. Professional liabilities, indemnities – insurances	Wednesday, 04 June 08 7.00pm to 9.30pm
	<b><i>Cross Reference to Current Syllabus for PPE:</i></b> <b><i>9.1.1: Architect's Act</i></b> <b><i>9.2.1: Architect's Rules, Professional Conduct &amp; Ethics</i></b> <b><i>9.2.2: Relevant SIA Publications</i></b> <b><i>9.2.9: Related Industries, Form's of Architectural Practices, Office Administration and Management</i></b>		
<b>B. Feasibility</b> (Provide Client with appraisal and recommend form of project, ensuring technical and functional feasibility)	<b><u>SESSION 3</u></b> 1. Establish Overall Development Master Schedule	1. Various forms of Master Development Schedule 2. Identifying Critical Path Elements that make up the Schedule 3. Factoring-in authorities approvals, critical client's deadlines and other contingencies 4. Procedure, Flow-Chart for procuring Authorities Approvals	Wednesday, 11 June 08 7.00pm to 9.30pm

Stage / Objective	Subject	Scope	Date / Time
	<b>SESSION 4</b> 2. Establish Client's Brief and user requirements in terms of space and operational needs.	1. Co-ordination meetings with Users and Consultants 2. Prompting engineers and consultants to ask the right questions 3. Conducting surveys, interviews, questionnaires and Documenting them 4. Operational Flows and critical adjacencies 5. Advising and establishing Client's spatial needs; Schedule of Accommodation 6. Corporate Identity (CI) and Building-Development Standards of Client's	Wednesday, 18 June 08 7.00pm to 9.30pm
	<b>SESSION 5</b> 3. Carry-out Site & Preliminary Investigation	1. Topographical Survey's, Measured Building Drawings, Site Plans, Site Photos 2. General Interpretation Plans (Roads, Drainage & Sewerage Interpretation Plans) 3. Establish all applicable Authorities' planning parameters and constraints (URA, MINDEF, CAAS etc) 4. Identify all applicable Authorities Approvals to be obtained 5. Identify any other special considerations and constraints CS and M&E consultants (soil investigations, underground services detection etc) 6. Co-ordination meetings with consultants 7. Points to cover in Minutes of Meeting	Wednesday, 25 June 08 7.00pm to 9.30pm
	<b>SESSION 6</b> 4. Revert to Client with functional, technical & financial feasibility assessment statements for review and obtain Client's in-principle approval to proceed to next stage.	1. Contents of Design Feasibility Study Report 2. Developing a Project Budget 3. Cost Estimation	Wednesday, 02 July 08 7.00pm to 9.30pm
	<b>Cross Reference to Current Syllabus for PPE:</b> <b>9.1.2: Singapore Statutes relevant To Architectural Profession</b>		
<b>C. Outline Proposal</b> <i>(Determine outline layout, design and construction approach, execute URA</i>	<b>SESSION 7</b> 1. Pre-consultation with relevant Authorities' to obtain principle comments and conditions; resolving any controversial principle issues	1. Awareness of various channels and means for Pre-consultation (Internet, Meetings with Authorities etc) 2. What to look out for; asking pertinent questions. 3. Various Technical Department Development Control Guidelines	Wednesday, 09 July 08 7.00pm to 9.30pm

Stage / Objective	Subject	Scope	Date / Time
Outline Planning Submission)			
	<b>SESSION 8</b> 2. Develop schematic design proposal options	4. Minimum design output content of an outline concept: <ul style="list-style-type: none"> <li>- structural grid</li> <li>- layout plans</li> <li>- sections</li> <li>- finishes</li> <li>- cost estimates</li> </ul> 5. Conduct of Internal & External Design Reviews to ensure compliance to Client's Requirements & Design Brief	Wednesday, 16 July 08 7.00pm to 9.30pm
	<b>Cross Reference to Current Syllabus for PPE:</b> <b>9.1.3: Codes, Regulations, Requirements of Various Authorities</b> <b>9.1.4: Planning Act &amp; Related URA Regulations, Guidelines and Publications</b>		
<b>D. Planning Submission</b> <i>(Complete brief, decide on particular proposal, execute formal URA Submission)</i>	<b>SESSION 9</b> 1. Preparing for and Executing Planning Submission To URA and Tech. Depts	1. Final development of Brief and User Requirements. 2. Advancing the development of the design proposal for formal Planning Submission purposes incorporating : <ul style="list-style-type: none"> <li>• compliances to Outline Provisional Permission conditions</li> <li>• compliance to final brief and user requirements</li> <li>• corresponding revised cost estimates</li> </ul> 3. Present Client with Planning Submission design proposal for review and obtain approval to proceed to with Formal Planning Submission for WP 4. Planning Submission Flow, Procedure, Implications and Guidelines 5. Development Control, Regulations and Guidelines of Various Tech. Depts 6. Outline Planning Application & Other DC Stage Submissions 7. Contents of DC Submission Plans	Wednesday, 23 July 08 7.00pm to 9.30pm
	<b>SESSION 10</b> 2. Tech Dept. Guidelines and Plan Approval Procedure at Planning Submission Stage	1. Development Control, Regulations and Guidelines of URA 2. Outline Planning Application & Other Development Application Submissions 3. Presentation of plan for DC to URA, Development Control Division	Wednesday, 30 July 08 7.00pm to 9.30pm

Stage / Objective	Subject	Scope	Date / Time
<b>E. Building Plan Submission</b> <i>(Execute Building Plan Submission to BCA and other relevant Tech. Depts)</i>	<b>SESSION 11</b> 1. Preparing for and Executing Building Plan Submission To BCA and Tech. Depts 2. Tech Dept. Guidelines and Plan Approval Procedure at Building Plan Clearance Stage (Part 1)	1. Contents of BP Submission Plans 2. Advance the development of the design proposal for Building Plan Submission purposes incorporating: <ul style="list-style-type: none"> <li>• compliances to URA Provisional Permission conditions and Written Directions</li> <li>• corresponding revised cost estimates</li> </ul> 3. Building Control, Regulations and Guidelines of Various Tech. Depts	Wednesday, 6 August 08 7.00pm to 9.30pm
	<b>SESSION 12</b> 3. Tech Dept. Guidelines and Plan Approval Procedure at Building Plan Clearance Stage (Part 2)	1. Building Control, Regulations and Guidelines of Various Tech. Depts	Wednesday, 13 August 08 7.00pm to 9.30pm
	<b>Cross Reference to Current Syllabus for PPE:</b> <b>9.1.5: Building Control Act, Codes, Regulations, Requirements of BCA Various Tech. Departments</b>		
<b>F. Detail Design</b> <i>(Obtain final decision on every matter related to design, specifications, construction and cost)</i>	<b>SESSION 13</b> 1. Design development and detailing of every part and component of the building & checking of the design.	1. Co-ordination with Engineer's Design 2. Incorporating with Building Material, Finishes and Components Specialists. 3. Specifications and Detail Drawings 4. Compliance with Building & Tech. Dept requirements 5. Review with Client-Consultant Team	Wednesday, 20 August 08 7.00pm to 9.30pm
<b>G. Production Information</b> <i>(Prepare working drawings and other production information, make final)</i>	<b>SESSION 14</b> 1. Preparation of Documents and Drawings of the Client-Approved Design to a sufficient detail for: <ul style="list-style-type: none"> <li>• Enabling QS to prepare Pricing Document</li> <li>• Builder to price and build according to the design</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare schedule of production information required to fully document the design :</li> <li>• Schedule of Drawings, Finishes, Doors &amp; Windows, Details Ironmongery etc.</li> <li>• Specification Writing</li> <li>• Review with Client-Consultant Team</li> </ul>	Wednesday, 27 August 08 7.00pm to 9.30pm

**ARCHITECTURAL PRACTICE COURSE**

Stage / Objective	Subject	Scope	Date / Time
<i>detailed decisions to enable full documentation of design)</i>			
	<b>Cross Reference to Current Syllabus for PPE: 9.2.8: Project Management at Design-Drawing Production Stage</b>		
<b>H. Tender Conditions</b> <i>(Prepare and complete all information and arrangements for obtaining tender)</i>  <b>I. Tender Action</b> <i>(Inviting bonafide tender, evaluation of submitted tenders, award of Tender)</i>	<b>SESSION 15</b> 1. Tender Documentation and Action	<ul style="list-style-type: none"> <li>• Pre-qualification of Tenderers.</li> <li>• Typical Construction Procurement Approaches.</li> <li>• Tender Documentation and Process:               <ul style="list-style-type: none"> <li>- Structure of Contents.</li> <li>- Tender Deposits.</li> <li>- Issuing Tender Addenda.</li> <li>- Opening Tender Offers.</li> </ul> </li> <li>• Tender Action:               <ul style="list-style-type: none"> <li>- Evaluation and Interviews.</li> <li>- Report and Recommendation.</li> </ul> </li> <li>• Letters of Award and Letters of Intent</li> </ul>	Monday, 01 September 08 7.00pm to 9.30pm
	<b>Cross Reference to Current Syllabus for PPE:</b> 9.2.3: PSSCOC 9.2.4: SIA and Other Forms of Building Contracts Pre-Contract Issues 9.2.7: Design & Build Contract		



Stage / Objective	Subject	Scope		Date / Time
J. Site & Contract Admin (To administer the contract & site operations through to substantial completion.)	<b>SESSION 16</b> 1. Site & Contract Administration (Part 1)	Site Administration: <ul style="list-style-type: none"><li>Requirement for, Procurement of and Duties of for COW, RE</li><li>1<sup>st</sup> Site Meeting; Organization &amp; Site Meeting Minutes</li><li>Handing-over site to Contractor</li><li>Insurances and permits required</li><li>Records</li><li>Instructions, Directions, Certifications of Payment</li><li>Inspections and Approvals</li><li>Site Progress Monitoring</li><li>Site Safety</li><li>Completion Inspections &amp; Required Documentation</li><li>Handing-over back to Client</li><li>Other Site and Contract Administration Issues (Delays &amp; EOT Assessment, LD, Final Accounts)</li><li>Organization &amp; Site Meeting Minutes</li></ul>	Contract Administration: <ul style="list-style-type: none"><li>Possession of Site and Commencement.</li><li>Administration Matters.</li><li>Instructions and Directions.</li><li>Certificates and Role of Architect (as Certifier).</li><li>Notices and Conditions Precedent.</li><li>Programme</li><li>Extensions of Time and Liquidated Damages.</li><li>Completion.</li><li>Variations.</li><li>Certifying Payments and Payment Protocol under Security of Payment Act (SOP Act).</li><li>Construction Insurance.</li><li>Performance Bond.</li><li>Termination and Post Termination Effects and Action (to complete the Works).</li><li>Defects, Effects of Maintenance Period and Defects Liability at Common Law.</li></ul>	Wednesday, 03 September 08 7.00pm to 9.30pm
	<b>SESSION 17</b> 2. Site & Contract Administration (Part 2)			Monday, 08 September 08 7.00pm to 9.30pm
	<b>SESSION 18</b> 3. Site & Contract Administration (Part 3)			Wednesday, 10 September 08 7.00pm to 9.30pm
	<b>SESSION 19</b> 4. Site & Contract Administration (Part 4)			Wednesday, 17 September 08 7.00pm to 9.30pm
	Cross Reference to Current Syllabus for PPE: 9.2.5: Building Contract – Contract Administration Issues			
K. Procurement of TOP/CSC (To obtain TOP-CSC)	<b>SESSION 20</b> 1. Procuring of TOP-CSC	1. Overall Procedure 2. TOP-CSC Activity Checklist 3. TOP-CSC Documentation 4. BCA TOP Requirements 5. Tech Dept TOP Requirements 6. Registered Inspector matters		Monday, 13 October 08 7.00pm to 9.30pm

**ARCHITECTURAL PRACTICE COURSE**

Stage / Objective	Subject	Scope	Date / Time
<b>L. Maintenance Period / Defects Liability</b>	<b><u>SESSION 21</u></b> 1. Action during Maintenance Period	1. Defects Identification, 2. Defects rectification procedure, Method Statements and monitoring 3. Maintenance Certificate 4. Final Certificate	Wednesday, 15 October 08 7.00pm to 9.30pm
	<b>Cross Reference to Current Syllabus for PPE: 9.2.6: Building Contract – Post Contract Administration Issues</b>		
<b>M. Closing-Out of Project</b>	<b><u>SESSION 22</u></b> 1. Formal closing-out of Project	1. Settlement of all Final Payments 2. As-Built Drawings and Records 3. Client's Feedback 4. Lessons Learnt 5. Putting back in the Learning Loop	Monday, 20 October 08 7.00pm to 9.30pm
<b>N. Professional Maturity</b>	<b><u>SESSION 23</u></b> 1. Architects Acts, Rules and the Code of Professional Conduct and Ethics 2. Multi-Corporate Practice	1. Highlight pertinent clauses on Architects Act, Rules and Codes 2. Review of past disciplinary cases and learning points for architects 3. Setting up of architectural firms or corporations	<del>Wednesday, 22 October 08</del> Monday, 06 October 08 7.00pm to 9.30pm
	<b>Cross Reference to Current Syllabus for PPE: 9.1.1: Architect's Act 9.2.1: Architect's Rules, Professional Conduct &amp; Ethics 9.2.2: Relevant SIA Publications 9.2.9: Related Industries, Form's of Architectural Practices, Office Administration and Management</b>		
	<b><u>SESSION 24</u></b> 3. Model Answers	1. From past year questions	<del>Monday, 27 October 08</del> Tuesday, 28 October 08 7.00pm to 9.30pm

## RELC International Hotel

30 Orange Grove Road (off Orchard Road)

Singapore 258352

Tel: (65) 6885 7888 Fax: (65) 6733 9976

Email : relcih@singnet.com.sg

[http://www.relc.org.sg/ih\\_frame.htm](http://www.relc.org.sg/ih_frame.htm)

Major Expressways



**PROFESSIONAL PRACTICE EXAMINATION  
and  
PROFESSIONAL PRACTICE INTERVIEW EXAMINATION  
in  
ARCHITECTURAL PRACTICE**

**GENERAL REQUIREMENTS AND INFORMATION  
for  
PPE CANDIDATES**

**GENERAL REQUIREMENTS AND INFORMATION FOR PPE CANDIDATES  
APPLYING TO SIT FOR THE PROFESSIONAL PRACTICE EXAMINATION OR PROFESSIONAL  
PRACTICE INTERVIEW EXAMINATION**

**CONTENTS**

1	THE PROFESSIONAL PRACTICE EXAMINATION AND THE PROFESSIONAL PRACTICE INTERVIEW EXAMINATION	3
1.1	OBJECTIVES	3
1.2	FREQUENCY	3
1.2.1	THE PROFESSIONAL PRACTICE EXAMINATION UNDER SECTION 15(2)(a)	3
1.2.2	THE PROFESSIONAL PRACTICE INTERVIEW EXAMINATION UNDER SECTION 15(2)(b)	3
2	BECOMING A PPE CANDIDATE	3
3	QUALIFICATIONS	4
3.1	SECTION 15(1)(a), SECTION 15(1)(b) OR SECTION 15(1)(c) OF THE ARCHITECTS ACT	4
4	PRACTICAL EXPERIENCE DURATION	4
4.1	DURATION REQUIREMENTS	4
4.1.1	SECTION 15(2)(a) OF THE ARCHITECTS ACT	4
4.1.2	SECTION 15(2)(b) OF THE ARCHITECTS ACT	5
5	PPE CANDIDATE'S PRACTICAL EXPERIENCE	5
5.1	INTRODUCTION	5
5.2	THE PPE CANDIDATE'S DEVELOPMENT PROGRAMME	5
5.2.1	AWARENESS, UNDERSTANDING AND LEARNING ACTIVITIES	5
5.2.2	SKILLS AND APPLICATION ACTIVITIES CORE COMPETENCIES	5
6	THE RECORDING OF PRACTICAL EXPERIENCE	8
6.1	LOG BOOK	8
6.1.1	SECTION 15(2)(a) OF THE ARCHITECTS ACT	8
6.1.2	SECTION 15(2)(b) OF THE ARCHITECTS ACT	8
6.2	PROFESSIONAL CASE STUDY	9
6.2.1	PURPOSE OF THE PROFESSIONAL CASE STUDY	9
6.2.2	CATEGORIES OF THE PROFESSIONAL CASE STUDY	9
6.2.3	SUBMISSION REQUIREMENTS	10
6.2.3.1	1 <sup>ST</sup> PART	10
6.2.3.2	2 <sup>ND</sup> PART	11
6.2.4	PRESENTATION OF THE PROFESSIONAL CASE STUDY	12
7	APPLICATION	12
7.1	SPECIFIC PRESCRIBED FORM	12
7.2	NO REFUND OF FEE	12
8	REGULATIONS	12
8.1	REQUIREMENTS AND GOVERNING RULES	12
8.2	NO EXEMPTION	13
9	SYLLABUS FOR THE PROFESSIONAL PRACTICE EXAMINATION (under Section 15(2)(a) of the Architects Act)	13
9.1	WRITTEN PAPER 1 - LAW AND THE ARCHITECT	13
9.1.1	The Evolving Architects Act	13
9.1.2	The Evolving Singapore Statute	13
9.1.3	The Evolving Codes, Regulations, Requirements, Guidelines and Handbooks issued by various Authorities Relevant to the Architectural Profession	14
9.1.4	The Evolving Planning Act	14

9.1.5	The Evolving Building Control Act	15
9.1.6	The Evolving Building and Construction Industry Security of Payment Act and Regulations	15
9.1.7	Any latest amendments, revisions and editions to any Acts, Standards, Codes, Rules, Regulations, Requirements, Guidelines and Handbooks issued by the various Authorities and bodies will be included for Written Examination Paper 1 of this Professional Practice Examination	16
9.2	WRITTEN PAPER 2 - PROFESSIONAL PRACTICE	16
9.2.1	The Architects Rule and the Architects (Professional Conduct & Ethics)	16
9.2.2	The Singapore Institute of Architect's Contract, Appointment, Code of Professional Conduct & Ethics and Scale of Professional Charges	16
9.2.3	Public Sector Standard Conditions of Contract (PSSCOC) for Construction Work	17
9.2.4	Building Contract - Pre-Contract issues	17
9.2.5	Building Contract - Contract Administrative issues	17
9.2.6	Building Contract - Post Contract issues	18
9.2.7	Design and Build Contract	18
9.2.8	Project Management during various construction stages	18
9.2.9	Related Industries, Forms of Architect's Practices and Office Administration and Management	19
9.2.10	Any latest amendments, revisions and editions to any Acts, Rules, Regulations, Requirements, Guidelines, Conditions of Contract, Handbooks, relevant Certificates and relevant Documents issued by the various Authorities and bodies will be included for Written Examination Paper 2 of this Professional Practice Examination.	19
9.3	ORAL INTERVIEW EXAMINATION	19
9.3.1	Case Study and Log Book	19
9.3.2	Mentoring Process	19
9.3.3	Professional Practice, Working and Technical Knowledge, Contracts and Core Competencies	19
9.4	REFERENCE MATERIALS	20
10	SYLLABUS FOR THE PROFESSIONAL PRACTICE INTERVIEW EXAMINATION (under Section 15(2) (b) of the Architects Act)	20
11	PUBLICATIONS/MATERIALS FOR REFERENCE	20
11.1	Other Singapore Statutes relevant to the Architectural Profession	21
11.2	Reference Books	22
11.3	Reference Internet Articles	27
11.4	Other Reference Internet Articles	28

#### LIST OF APPENDICES:

Appendix A:	BOARD OF ARCHITECTS' PANEL OF ADVISORS	30
	INFORMATION ON THE ROLE AND RESPONSIBILITIES OF THE SUPERVISOR AND ADVISOR	33

## **THE PROFESSIONAL PRACTICE EXAMINATION AND THE PROFESSIONAL PRACTICE INTERVIEW EXAMINATION**

### **1.1 OBJECTIVE**

The objective of the Professional Practice Examination and the Professional Practice Interview Examination is to ensure that a PPE Candidate has undergone a comprehensive professional practice programme to acquire core competencies in the various areas of architectural training and practice and reinforce his or her discipline, integrity, judgement, skills, knowledge and quest for learning so that after having passed the examination he or she is able to become a registered architect in Singapore and able to exercise his or her professional skills, in addition to carrying his or her duty and responsibilities professionally.

### **1.2 FREQUENCY**

#### **1.2.1 THE PROFESSIONAL PRACTICE EXAMINATION UNDER SECTION 15(2)(a)**

The Professional Practice Examination under Section 15(2)(a) of the Architects Act is conducted annually by the Board of Architects under Section 6(b) of the Architects Act, and assisted by the Singapore Institute of Architects and the Department of Architecture, School of Design and Environment, National University of Singapore. The syllabus for the assessment of the PPE Candidate's ability in professional practice shall comprise of 2 Written Examination Papers and an Oral Interview Examination to be taken only after the PPE Candidate has passed both Written Examination Papers. The Written Examination is normally held in the month of November and the Oral Interview Examination in January the following year.

Six months prior to the date of the Professional Practice Examination, all PPE Candidates will be informed by the Board of the date set for the coming Professional Practice Examination, together with a standard reply format form to be duly completed and submitted by a certain date to the Board by the PPE Candidate indicating his or her interest in sitting for the said examination, and the submission date which will be 3 months prior to the Professional Practice Examination's date, of both the Log Book and the Professional Case Study.

#### **1.2.2 THE PROFESSIONAL PRACTICE INTERVIEW EXAMINATION UNDER SECTION 15(2)(b)**

The Professional Practice Interview Examination under Section 15(2)(b) is conducted twice annually in the month of April and October. For this category, PPE Candidates should check with the Board to ascertain the date of the Professional Practice Interview Examination and the closing date for application.

## **2 BECOMING A PPE CANDIDATE**

If an architectural graduate with a recognised qualification in Architecture wishes to become registered with the Board of Architects, Singapore, he or she must first

apply to become a PPE Candidate with the Board. He or she is required to make his or her application together with his or her submission of all relevant documents showing proof of graduation and the paper qualification acquired. This requirement is also applicable to those graduates with a qualification in Architecture from a non-recognised institution of higher learning but who have passed their Assessment of Eligibility under Section 15(1)(c) of the Architects Act.

A registration fee of S\$100 (Singapore Dollars One Hundred Only) as a down-payment for sitting the Professional Practice Examination or the Professional Practice Interview Examination, must accompany his application of becoming a PPE Candidate.

The architectural graduate must be a PPE Candidate with the Board for a minimum of 24 months up to the date of submission of the Professional Case Study and the PPE Candidate's Log Book before he or she will be allowed to sit for the Professional Practice Examination or the Professional Practice Interview Examination. Any period shorter than the minimum of 24 months is subject to the approval of the Board upon the PPE Candidate making an appeal application giving his or her reasons.

Upon being employed, the PPE Candidate is required to submit a letter from his or her employer confirming of his or her employment. As he or she is required under Section 15(2)(a) and Section 15(2)(b) of the Architects Act to have the specified duration of practical experience in Singapore before being eligible to sit for the Professional Practice Examination or the Professional Practice Interview Examination respectively, he or she is advised not to delay his or her submission of the names of his or her Supervisor and Advisor and their standard acknowledgement forms confirming of their willingness to be appointed so as to gain meaningful mentoring from both mentors right from the outset of his or her career. He or she must report in writing to the Board of any change in the appointment of either the Supervisor or the Advisor and this report together with the new standard acknowledgement form endorsed by the new Supervisor or Advisor must be made within one month of the said change.

### **3 QUALIFICATIONS**

#### **3.1 SECTION 15(1)(A), SECTION 15(1)(B) OR SECTION 15(1)(C) OF THE ARCHITECTS ACT**

Any person applying to sit for the Professional Practice Examination under Section 15(2)(a) or the Professional Practice Interview Examination under Section 15 (2)(b) of the Architects Act must possess any of the qualifications referred to in Section 15(1)(a), Section 15(1)(b) or Section 15(1)(c) of the Architects Act.

### **4 PRACTICAL EXPERIENCE DURATION**

#### **4.1 DURATION REQUIREMENTS**

The duration of practical experience required shall be as follows:

##### **4.1.1 SECTION 15(2)(a) OF THE ARCHITECTS ACT**

PPE Candidates must ensure that they have sufficient practical experience in architectural practice for **not less than 24 months** consisting



of such practical experience in architectural practice in Singapore for **a continuous period of at least 12 months** under the supervision of a Supervisor who must be a registered architect in the employ of the Government or a registered architect who has in force a practising certificate and an Advisor from the Board of Architects' appointed Panel of Advisors (see Appendix B) but who should not be from the same firm.

#### 4.1.2 SECTION 15(2)(b) OF THE ARCHITECTS ACT

PPE Candidates must ensure that they have sufficient practical experience in architectural practice for **not less than 5 years** consisting of such practical experience in architectural practice in Singapore for **a continuous period of at least 2 years** under the supervision of a Supervisor who must be a registered architect in the employ of the Government or a registered architect who has in force a practising certificate and an Advisor from the Board of Architects' appointed Panel of Advisors (see Appendix B) but who should not be from the same firm. A continuous period of 12 months practical experience must be gained within the 5 years immediately preceding the date of his application for registration for the Professional Practice Interview Examination.

## 5 PPE CANDIDATE'S PRACTICAL EXPERIENCE

### 5.1 INTRODUCTION

The Board of Architects is concerned with the quality of the PPE Candidate's practical experience. For a PPE Candidate to achieve a comprehensive practical training in an architectural organisation to achieve a certain degree of responsibility and competency, the two areas of concern are:

- (a) PPE Candidate's Development Programme.
- (b) Core competencies in the various areas of architectural practice.

### 5.2 THE PPE CANDIDATE'S DEVELOPMENT PROGRAMME

In the training of a PPE Candidate, he or she must undergo a PPE Candidate's Development Programme in two distinct kinds of activities:

- (a) Awareness, Understanding and Learning Activities.
- (b) Skills and Application Activities.

#### 5.2.1 AWARENESS, UNDERSTANDING AND LEARNING ACTIVITIES

A PPE Candidate needs to acquire basic knowledge/information and would firstly be involved in the awareness, understanding and learning activities which encompass technical information, concepts and principles. These practical experience activities include the following:

- (a) Design and Technical Knowledge which cover the production of the project programme, making feasibility studies with considerations to planning requirements, site and environmental analysis, economics and market situation, production of schematic designs, design development, production of building

drawings, details and measured drawings, understanding of various building and engineering systems to enable the selection and integration into the design including taking into consideration of the mechanical and electrical services, understanding of building cost analysis, knowledge of building codes, codes of practice, Standards' codes and various performance-based regulations and their compliance, and finally, various submission procedures.

- (b) Contract Administration and Project Management which cover the understanding of the purpose of the Conditions of Building Contract and Sub-Contract, and understanding each and every clause, the understanding and usage of the National Productivity and Quality Specification to establish quality assurance, contract documentation, tendering procedure, evaluation of tenders and award of tender, conducting consultants' meetings and site meetings, administration of the building contract and involving in the creation and maintenance of a systematic and comprehensive record of the project.
- (c) Office Administration and Management which involves learning about the various administrative duties and systems of an architect's office, and the administration of the office's resources to support the goals or objectives of the firm.

#### 5.2.2 **SKILLS AND APPLICATION ACTIVITIES: CORE COMPETENCIES**

A PPE Candidate needs to acquire practical experience whilst learning to apply his or her formal education to the daily realities of architectural practice involving awareness, understanding and learning activities which when successfully accomplished, will result in core competencies in the following areas:

- (a) acquire abilities to make independent site inspection/ investigation, gather information through visual inspection and to gather information through personal interviews to assist in the formulation of the project requirements;
- (b) acquire abilities in using information gathered/researched and data collection to develop the project programming requirements;
- (c) able to collect, organise and evaluate information/data set forth in written and graphic form, the Client's requirements and desires for the project and then, to establish the scope, design, objectives, limitations, criteria and determine the feasibility of the building project;
- (d) able to advise his or her Client on the possibility of a project development and providing him with a coherent, logical and well-designed sketch design taking into consideration all planning constraints, economics, site and environmental considerations and market situation;
- (e) acquire the necessary knowledge and understanding of various building and engineering systems to enable the selection and integration into the design including taking into consideration of the mechanical and electrical services and with subsequent ability to implement and coordinate engineering systems in

buildings and to resolve areas of disagreement or difference of opinion with the engineering consultants;

- (f) acquire knowledge of building codes, codes of practice, Standards' codes and various performance-based regulations and their applications and compliance including the ability to explain to the Client that his or her design has responded reasonably well to the code and regulation issues without unnecessary provisions;
- (g) acquire the ability to check and understand engineering drawings produced by other engineering consultants in relation to the architectural drawings and to be able to adopt the practice of SPRING Singapore CP 83 on CAD layering system and to produce the necessary building drawings and detail drawings;
- (h) acquire understanding of building cost analysis whilst working with the quantity surveyor or cost consultant;
- (i) able to personally take care of the various submission procedures, with the realisation of the various authorities involved.
- (j) acquire practical experience in Contract Administration and able to carry out his/her duties in the following areas:
  - (i) understand the various clauses in the Conditions of Building Contract and able to use the appropriate Conditions of Building Contract and the preparation of a set of specification based upon the National Productivity and Quality Specification (NPQS) format as part of the Contract Documents for a simple project;
  - (ii) would have acquired skill in research and selection of appropriate building materials based on performance criteria and programme requirements whilst preparing the NPQS documents and also acquire communication skill to deal with the consultants and the Client, in the relationship between the drawings and specifications with specific considerations being taken on issues of safety, precautionary measures, house-keeping and environmental matters;
  - (iii) acquire ability in contract documentation by ensuring that the information produced by the various disciplines involved in the design/construction process is properly coordinated within the Contract Documents;
  - (iv) able to handle tendering procedure, evaluation of tenders and award of tender by following appropriate procedures during the tendering process;
  - (v) able to carry out his/her certification duties impartially and with the highest standard of professionalism;
- (k) acquire practical experience in Project Management and able to carry out his/her duties in the following areas:
  - (i) to conduct consultants' meetings and site meetings;
  - (ii) to prepare the minutes of meetings;
  - (iii) in the absence of an appointed Project Manager, able to

be the team leader in the team of consultants and to coordinate the communication amongst all parties involved in the project;

- (iv) able to assume his/her duty in ensuring that the respective consultants perform their duties diligently and expeditiously with the required high standard of professionalism;
- (v) able to evaluate the actual construction works on site for compliance with the Contract Documents including the Contract Drawings;
- (vi) acquire proper management skill in the handling of the project, for better assurance of the project being completed with better cost control and with problems of delay, cost variations, misunderstandings, wrong interpretation of plans, insufficiency of proper constructional details, being minimised or eliminated.
- (l) acquire experience in Office Administration and Management and able to play his/her part in identifying and articulating the activities required to maintain a successful and healthy architect's office environment.
- (m) acquire understanding of the basic rights and obligations as well as the knowledge of the application of the Building and Construction Industry Security of Payment Act and the dispute resolution procedure of adjudication.
- (n) acquire understanding and the knowledge of alternative dispute resolutions such as mediation and arbitration.
- (o) acquire such other professional competencies that may be considered by the Board to be relevant and necessary.

## **6 THE RECORDING OF PRACTICAL EXPERIENCE**

### **6.1 LOG BOOK**

PPE Candidates applying to sit for the Professional Practice Examination or the Professional Practice Interview Examination are required to submit a log book which shall include details of the duration and a description of the practical experience. Reference should be made to the explanatory notes within the Log Book for details on practice and practical experience requirements.

#### **6.1.1 SECTION 15(2)(A) OF THE ARCHITECTS ACT**

Log books should adequately cover the range and scope of professional training during the 24-month period. PPE Candidates who log in less than 24 months of practical experience in Singapore are required to submit an overseas log book as proof of his practical experience in another country.

#### **6.1.2 SECTION 15(2)(B) OF THE ARCHITECTS ACT**

Log books should adequately cover the range and scope of professional

training during the 24-month period in Singapore.

Log books must be endorsed by the Supervisor and Advisor. The Supervisor should be a registered architect in the employ of the government or a registered architect who is holding a valid practising certificate. The Advisor should be from the Board of Architects' appointed Panel of Advisors (see Appendix A) but who should not be from the same firm.

PPE Candidates may wish to typeset the practical experience record sheets. It should be noted that at all times, the format and layout of the log book must be adhered to. Non-compliance will result in the rejection of application.

## **6.2 PROFESSIONAL CASE STUDY**

PPE Candidates are required to submit a Professional Case Study in such form as required by the Board. The requirements for the submission of a Professional Case Study of a project (carried out in Singapore) within the PPE Candidate's own practical experience at a professional level are outlined in the detailed notes set out below:

### **6.2.1 PURPOSE OF THE PROFESSIONAL CASE STUDY**

The purpose of the Professional Case Study is to enable the PPE Candidates to gain experience in terms of an overview of professional practice, to demonstrate ability to investigate a project and to formulate a report on its background from inception to its present state including the ability to assess his experience with a critical thinking approach. To this end, PPE Candidates are expected to identify and form critical conclusions about the problems and success of the project and suggest ways in which problems could have been avoided or reduced and success improved or extended.

### **6.2.2 CATEGORIES OF THE PROFESSIONAL CASE STUDY**

The selected project can be taken from any of the categories set out in Table 1 below. These categories should be taken as a general guide and need not be interpreted too rigidly. The Professional Case Study should preferably be based within these categories on which the PPE Candidate has worked. Where this is not feasible, the Examiners will expect to see a deeper analytical study, critical appraisal and critical conclusion on the subject chosen. The choice of subject must however, be made with the knowledge and agreement of the Employer concerned who should be offered the completed study for reading and comment before its submission. The Employer's signature of approval to the completed Professional Case Study documents must be obtained before submission.

The signature of the Supervisor and Advisor must be endorsed on the first page of the Professional Case Study.

The Professional Case Study is a document that is intended to be confidential between the PPE Candidate, the Examiners and the Employer and must not be published without permission from the Board.

TABLE 1. SUGGESTED CATEGORIES FOR PROFESSIONAL CASE STUDY	
Category 1:	a completed building
Category 2:	a substantial section of a completed or partially completed complex of buildings. (For example the shopping mall of an office complex or the residential section of, say, a hospital or university).
Category 3:	a partially completed building which should preferably be at least 80% through the estimated contract period.
Category 4:	a compilation of relevant and comprehensive professional experience and competence gained from a collection of projects.

The choice of the project for the Professional Case Study should be discussed with the Advisor once the PPE Candidate has obtained sufficient materials to outline his or her proposal.

### 6.2.3 SUBMISSION REQUIREMENTS

The dissertation for the Professional Case Study shall consist of 2 parts, namely,

6.2.3.1 **1<sup>st</sup> PART:** The length of this 1<sup>st</sup> Part of the Professional Case Study (excluding Appendices) shall not be less than 2,000 words for PPE Candidates under Section 15(2)(a) and shall not be less than 4,000 words for PPE Candidates under Section 15(2)(b). The PPE Candidate shall document his or her experience in the Professional Case Study providing factual narrative details of interesting situations, problems and dilemmas encountered and their solutions, as follows:

#### **BACKGROUND AND NARRATIVE DETAILS:**

This should include information on the following areas of architectural practice where appropriate:

- (a) client's brief - original and final;
- (b) economics - project team's budget estimate and the derivation of the actual contract figure;
- (c) the constitution of the project team including consultants and an analysis of their contributions;
- (d) planning, building regulation and legal history;
- (e) fee structure and office costing; or a reasonable estimate of same;
- (f) feedback system from project to office (including user response and performance studies).
- (g) variations between initial (eg, sketch design) proposals

and the final outcome of the project (eg, final design or the completed building);

- (h) successful aspects of the project (eg, periods of a building contract design, including detailing, materials, colour etc). These should be traced back to early decisions and situations. This emphasis on success is an essential complement to any destructive criticism which may arise from hindsight.

It must be understood that the above requirements are not intended to be exhaustive nor would they apply to all subjects for a Professional Case Study. But the range and scope of studies should match suggestions above in the most appropriate manner.

Supporting documents to be included as Appendices to the Professional Case Study may include:

- (a) minutes of meetings (on site, with client and/or of the project team);
- (b) orders or instructions affecting the progress of the project;
- (c) progress charts/programmes;
- (d) an example of monthly financial statements;
- (e) progress photographs;
- (f) drawings which may be relevant - particularly those affecting changes in the economics of the project and its timing against the original programme.

The PPE Candidate should note that Appendices should not be voluminous and should not contain undigested site notes, reports, etc. but must relate directly to the text of the Professional Case Study. Where information of this nature is included it should be cross referenced (no more than 25 pages in total).

6.2.3.2 **2ND PART**: The PPE Candidate must write a Summary Report of a minimum of 4 pages (double spacing) on his or her Critical Thinking Component, as he or she after the minimum of 24 months of involving in the said project, should have gained a certain level of maturity in his or her practice and reflecting back, should be able to see his or her shortcomings. In this Section, he or she through his or her analysis, may for example realise that the project that he or she has chosen may not have given him or her the expected benefit and/or experience that he or she would have wanted, or may realise his or her shortcomings at the end of the 2-year experience and may feel that he or she should have taken a different direction or certain steps or putting more efforts in certain areas, that could have benefited the project. He or she may then record his or her conclusive recommendations after his or her consultations and/or discussions with his or her Supervisor and/or Advisor. This Critical Thinking Component should cover the following:

- (a) make an analytical study of his or her Professional Case Study and experience;
- (b) make a critical appraisal of his or her experience in the Professional Case Study, and finally,
- (c) in conclusion, he or she must submit his or her recommendations and overviews how he or she could have otherwise chosen or handled the project if given a second chance to do it all over again.

#### 6.2.4 PRESENTATION OF THE PROFESSIONAL CASE STUDY

This dissertation should be typed, **double spaced**, on one side of the paper only. As copies of this dissertation submitted may be retained by the Board, PPE Candidates are advised to make additional copies for themselves. The dissertation should be submitted only on A4-sized format papers which must be securely bound between hard covers by either comb or spine binding. Do not interleave the written work with extra sheets of blank card or paper, except for tissues which may be used to protect drawings or photographs. Ring binding, which is bulky and risks the loss of pages, will not be accepted. The subject, PPE Candidate's name and date giving month and year should be clearly lettered on the cover.

The completed Professional Case Study must be submitted together with the Practical Experience Record Sheets and Application Form to the Board of Architects' office.

These instruction and guidance notes for the Professional Case Study may be modified from time to time by the Board of Architects. While the Board will endeavour to make known to PPE Candidates of any such modification, PPE Candidates are advised however to check with the Board for the latest status.

## 7 APPLICATION

### 7.1 SPECIFIC PRESCRIBED FORM

Any application to sit for the Professional Practice Examination or the Professional Practice Interview Examination must be made under specific prescribed form.

### 7.2 NO REFUND OF FEE

Once application to sit for the Examination is accepted, there will be no refund of fee even if the PPE Candidate wishes to withdraw from the examination.

All the above requirements must be complied with, failing which the PPE Candidate will not be allowed to sit for the examination.

## 8 REGULATIONS

### 8.1 REQUIREMENTS AND GOVERNING RULES

The requirements on practical experience and submission of Log Books and



Professional Case Study which PPE Candidates must comply with before being eligible to sit for the Professional Practice Examination or the Professional Practice Interview Examination, are identical to those governing registration under Section 15(1) & Section 15(2) of the Architects Act respectively.

## **8.2 NO EXEMPTION**

There is no exemption from both examinations.

# **9 SYLLABUS FOR THE PROFESSIONAL PRACTICE EXAMINATION (under Section 15(2)(a) of the Architects Act)**

## **9.1 WRITTEN PAPER 1 - LAW AND THE ARCHITECT**

With the implementation of performance-based practice, a good and thorough understanding and the ability in terms of application of the working and technical knowledge of the various Acts, bye-laws, rules, regulations, limitations, codes of practice, submission/application procedures, Standards' regulations, authorities' controls, appeals/waivers, etc, becomes inevitable. A registered architect is expected to have a duty of care in his or her practice and he or she is expected to give the appropriate advice to his or her Clients and hence, will be able to serve them in the most responsible and professional manner. Unless he or she is made to have a thorough comprehension of all these working and technical knowledge, he or she may not be able to carry out his or her professional duties and responsibilities effectively.

A PPE Candidate will therefore be tested on the knowledge, understanding and application of the following in the context of good architectural practice:

9.1.1 The evolving Architects Act.

9.1.2 The following evolving Singapore Statutes relevant to the Architectural Profession:

- (a) Arbitration Act.
- (b) Boundaries and Survey Maps Act.
- (c) Building and Construction Authority Act.
- (d) Building Control Act.
- (e) Civil Defence Shelter Act.
- (f) Environmental Pollution Control Act.
- (g) Environmental Public Health Act.
- (h) Factories Act.
- (i) Fire Safety Act.
- (j) Foreshores Act.
- (k) Housing Developers (Control and Licensing) Act.
- (l) Land Titles (Strata) Act.
- (m) Land Titles Act.
- (n) Land Transport Authority of Singapore Act.
- (o) National Environment Agency Act.

- (p) National Parks Act.
  - (q) Parks and Trees Act.
  - (r) Planning Act.
  - (s) Sewerage and Drainage Act.
  - (t) Singapore Land Authority Act.
  - (u) Street Works Act.
  - (v) Urban Redevelopment Authority Act.
  - (w) Workmen's Compensation Act.
- 9.1.3 The following evolving Codes, Regulations, Requirements, Guidelines and Handbooks issued by the various Authorities relevant to the Architectural Profession:
- (a) Building and Construction Authority.
  - (b) Infocomm Development Authority.
  - (c) Jurong Town Corporation.
  - (d) Land Transport Authority.
  - (e) Ministry of Manpower.
  - (f) Ministry of the Environment/National Environment Agency.
  - (g) National Parks Board.
  - (h) Power Supply.
  - (i) PowerGas.
  - (j) SPRING Singapore.
  - (k) Public Utilities Board.
  - (l) Singapore Civil Defence Force (Fire Safety Bureau).
  - (m) Urban Redevelopment Authority.
- 9.1.4 The evolving Planning Act and the various related documents published by the Urban Redevelopment Authority:
- (a) Relevant definitions.
  - (b) Rules and regulations, and procedures in respect of applications including outline application.
  - (c) Formal application to include change of use of conservation projects and change of use of projects on the site of State Lands, JTC and others.
  - (d) Early pre-consultation with relevant departments.
  - (e) Simultaneous submission.
  - (f) Procedures for cases requiring ADP assessment.
  - (g) Appeals.
  - (h) The Master Plan 2003, 1980, 1958.
  - (i) Amendments to Master Plan 2003.
  - (j) Planning Area Boundaries.

- (k) Street Name & their Planning Areas. Corresponding
- (l) Street Block Release and Envelope Control.
- (m) Development Charge and Development Charge Sector Map and Rates.
- (n) Housing Developer Licence Application.
- (o) Conservation Properties.
- (p) Operational Details for New Business, Business-White and Utility Zones.
- (q) Guidelines on Temporary Development Levy.
- (r) Fees Schedule.
- (s) Plan Lodgement Scheme for Additions and Alterations to a Landed House.
- (v) Circulars on Development Control Matters.
- (t) Development Control Handbook Series.
- (u) Exemption List.
- (v) Method to Convert Density to Equivalent Plot Ratio for Residential Developments.
- (w) Landed Housing Area Plan.
- (x) URA Sales of Sites.
- (y) Any other URA rules/guidelines and any other relevant planning rules and regulations.

9.1.5 The evolving Building Control Act and the various related documents published by the Building and Construction Authority:

- (a) Overview of the Building Control Act.
- (b) The functions of the Building Authority.
- (c) The performance-based rules, regulations and building bye-laws.
- (d) Submission procedures and Building Plan Approval.
- (e) Consultation with technical departments and obtaining their clearances, and their rules, regulations and bye-laws.
- (f) Application for licenses for show-flat, signboards, name of project, etc.
- (g) Waiver applications.
- (h) TOP application.
- (j) CSC application.
- (k) National Productivity and Quality Specification.
- (l) Code of Barrier-free Accessibility in Building 2002.
- (m) Code of Practice on Buildable Design.
- (n) Good Industry Practices Guides.
- (o) Any other relevant building codes, rules and regulations.

- 9.1.6 The evolving Building and Construction Industry Security of Payment Act and the Building and Construction Industry Security of Payment Regulations.
- 9.1.7 Any latest amendments, revisions and editions to any Acts, Standards, Codes, Rules, Regulations, Requirements, Guidelines and Handbooks issued by the various Authorities and bodies will be included for Written Examination Paper 1 of this Professional Practice Examination.

This Written Examination Paper 1 will have 4 questions, one of which **may** be a multi-choice question and the grading shall be 100 marks for Written Examination Paper 1.

## 9.2 WRITTEN PAPER 2 - PROFESSIONAL PRACTICE

This paper is basically to test the PPE Candidate's understanding of and his abilities in Contract Administration and Project Management which cover the knowledge/understanding of the various forms of Contract and their complementary forms of Sub-Contract, and in particular, the SIA various Forms of Contract and the Public Sector's various Standard Forms of Contract, Design and Build Contracts, the purpose of the Conditions of Building Contract and the knowledge/understanding/application of each and every clause, the understanding and usage of the National Productivity and Quality Specification (NPQS) to establish quality assurance, contract documentation, tendering procedure, evaluation of tenders and award of tender, conducting consultants' meetings and site meetings, administration of the building contract and involving in the creation and maintenance of a systematic and comprehensive record of the project. He is also expected to know the rules governing the Architect's Professional Conduct & Ethics, and the Architect's Conditions of Appointment and Scale of Professional Charges.

A PPE Candidate will therefore be tested on the knowledge/understanding/application of the following in the context of good architectural practice:

- 9.2.1 The Architects Rules and the Architects (Professional Conduct & Ethics) Rules.
- 9.2.2 The following documents published by the Singapore Institute of Architects:
  - (a) SIA Arbitration Rules
  - (b) SIA Articles & Conditions of Building Contract (Lump Sum)
  - (c) SIA Articles & Conditions of Building Contract (Measurement)
  - (d) SIA Minor Works Contract
  - (e) SIA Conditions of Sub-Contract
  - (f) SIA Guidance Notes on SIA Main Contract
  - (g) SIA Guidance Notes on SIA Sub-Contract
  - (h) SIA Conditions of Appointments & Architects' Services & Mode of Payment

- (i) SIA Code of Professional Conduct & Ethics
  - (j) SIA Competition Rules
  - (k) SIA Scale of Professional Fees & Scope of Work
  - (l) SIA Forms, Certificates and Notices relating to the various SIA Contracts
- 9.2.3 Public Sector Standard Conditions of Contract (PSSCOC) for Construction Works including the following:
- (a) List of amendments to PSSCOC for Construction.
  - (b) Supplement to PSSCOC for Construction Works.
  - (c) PSSCOC for Design & Build.
  - (d) List of amendments to PSSCOC for Design & Build.
  - (e) Supplement to PSSCOC for Design & Build.
  - (f) Standard Conditions of Nominated Sub-Contract.
  - (g) List of amendments to Nominated Sub-Contract.
  - (h) Supplement to Nominated Sub-Contract.
- 9.2.4 Building Contract - Pre-Contract Issues:
- (a) Duties, responsibilities, liability and relationship of employer, architect, professional engineer and other consultants in public and private practices.
  - (b) Types or Forms of Contract.
  - (c) Preparation of Contract Documents with the usage of the National Productivity and Quality Specification (NPQS).
  - (d) Tendering procedures.
  - (e) Tender analysis/Award of Contract.
- 9.2.5 Building Contract - Contract Administration Issues:
- (a) Role and responsibilities of an Architect in a Building Contract.
  - (b) Duties, responsibilities, liability and relationship of employer, architect, professional engineer, other consultants, contractor, nominated sub-contractors, clerk-of-works in public and private practices.
  - (c) Knowledge, understanding and application of the various Conditions of Building Contract and Sub-Contract.
  - (d) Architect's power and limitations.
  - (e) Contract administration.
  - (f) Certification duties.
  - (g) Various Certificates and Notices.
  - (h) Architect's Directions and Instructions.
  - (i) Performance Bond.

- (j) Contract Insurance.
- (k) Variations and managing Variations.
- (l) Extension of Time.
- (m) Delay.
- (n) Liquidated Damages.
- (o) Time at large.
- (p) Partial Re-Occupation.
- (q) Interim Certificates.
- (r) Final Accounts.
- (s) Nominated and Designated Sub-Contracts.
- (t) Knowledge and understanding of the basic rights and obligations as well as the application of the Building and Construction Industry Security of Payment Act and the dispute resolution procedure of adjudication.

9.2.6 Building Contract - Post-Contract Issues:

- (a) Defects Liability Period or Maintenance Period and Warranty Issues.
- (b) Dispute Resolution (Litigation) and Alternative Dispute Resolutions (Arbitration and Mediation).
- (c) Determination, Termination and Suspension of Contract/Project.
- (d) Architect's liabilities.

9.2.7 Design and Build Contract:

- (a) Professionalism as applicable to this form of Contract.
- (b) Role and responsibilities of the Architect to the various parties involved in the project.
- (c) The Architect's quasi-judicial role in a Design and Build Contract and the various dilemmas faced by the Architect when handling issues on delay, Liquidated Damages, quality of workmanship, Directions and Instructions.
- (d) Range of architectural services necessary and required to uphold the integrity of the profession.
- (e) Mode of financial reimbursement in relation to range of services provided.

9.2.8 Project Management during design/drawing production stage, construction stage and post-construction stage:

- (a) Management in terms of adherence to the building programme and critical path.
- (b) Value Management in relation to budget and "best value" philosophy.
- (c) Project Management without being the Qualified Person (QP) for the project.
- (d) Use of components and materials to improve on buildability.

- (e) Case for using pre-fabricated components in relating to value management and buildability.
  - (f) Maintaining buildability in all aspects during design, drafting and detailing, specification and shop-drawing productions.
- 9.2.9 Related Industries, Forms of Architect's Practices and Office Administration and Management:
- (a) General structure of the building industry and specialised trades concerned with buildings.
  - (b) Different forms of Architect's practices, e.g. sole-proprietor, partnership, private limited companies, private companies, design and build practice, and multi-disciplinary practice.
  - (c) Knowledge and experience in Office Administration and Management in playing his/her part in identifying and articulating the activities required to maintain a successful and healthy architect's office environment.
- 9.2.10 Any latest amendments, revisions and editions to any Acts, Rules, Regulations, Requirements, Guidelines, Conditions of Contract, Handbooks, relevant Certificates and relevant Documents issued by the various Authorities and bodies will be included for Written Examination Paper 2 of this Professional Practice Examination.

This Written Examination Paper 2 will have 4 questions, one of which **may** be a multi-choice question and the grading shall be 100 marks for Written Examination Paper 2.

### 9.3 ORAL INTERVIEW EXAMINATION

The Oral Interview Examination is considered to be an ideal method of assessing the PPE Candidate's core competencies in the various areas of professional architectural practice, in addition to the two Written Paper Examination. This interview will be conducted only after the PPE Candidate has passed his or her two Written Examination Papers. The PPE Candidate will be required to attend a minimum half-hour interview conducted in the presence of a minimum of three Examiners, on the following:

#### 9.3.1 CASE STUDY AND LOG BOOK

The PPE Candidate will be questioned on his or her Professional Case Study and Log Book where he or she may be asked to enlighten on the extent of his or her involvement in the project and of his or her learning process of the Case Study. The PPE Candidate should also be able to elaborate on the Critical Thinking Component in addition to the clarifications on his or her narrative details of interesting situations, problems and dilemmas encountered and their solutions.

#### 9.3.2 MENTORING PROCESS

The PPE Candidate will be required to brief the Examiners, in what ways have his or her Supervisor and Advisor advised and/or assisted in his or her training and development programme and to what extent has he or she gained from the mentoring process.

### 9.3.3 **PROFESSIONAL PRACTICE, WORKING AND TECHNICAL KNOWLEDGE, CONTRACTS AND CORE COMPETENCIES**

With the implementation of performance-based practice, it becomes necessary on a broader aspect to test the PPE Candidate on his or her core competencies in the various areas of professional architectural practice covering the syllabus of both the two Written Paper Examination.

The grading of this Oral Interview Examination will carry 100 marks to be apportioned as follows (BOA Examiners may decide on a different apportionment of grades on a case by case basis):

- (a) Case Study: 30 marks.
- (b) Mentoring Process: 20 marks.
- (c) Professional Practice, Working and Technical Knowledge, Contracts and Core Competencies: 50 marks.

### 9.4 **REFERENCE MATERIALS**

PPE Candidates are only allowed to bring along relevant published reference materials into the examination room.

## 10 **SYLLABUS FOR THE PROFESSIONAL PRACTICE INTERVIEW EXAMINATION (under Section 15(2)(b) of the Architects Act)**

The Professional Practice Interview Examination under Section 15(2)(b) serves as a major component of assessment of the PPE Candidate's core competencies in the various areas of architectural practice in the absence of the Written Examination. Thus, the Professional Practice Interview Examination under Section 15(2)(b) is necessarily more vigorous.

Every PPE Candidate sitting for this examination will be interviewed by a panel of three practising architects serving as Examiners. At the interview, the Examiners will probe the PPE Candidate's knowledge and experience as recorded in the PPE Candidate's Practical Experience Record Book and the Professional Case Study including the PPE Candidate's critical thinking in relation to his or her practical training. The syllabus will also include the syllabus covered by the two Written Papers of the Professional Practice Examination under Section 15(2)(a), namely,

- (a) LAW AND THE ARCHITECT (refer to 9.1), and
- (b) PROFESSIONAL PRACTICE (refer to 9.2).

The PPE Candidate will be expected to make comments on any aspect of working and technical knowledge and professional practice which the Examiners may raise within the context of the syllabus and to show an awareness of current issues on practice and the profession.

## 11 **PUBLICATIONS/MATERIALS FOR AWARENESS, INFORMATION AND REFERENCE**



The following is a list of publications that may be relevant to the architectural profession and they serve to allow the PPE Candidate to be in awareness of such documents and to acquire information which are essential for an architect to provide the right kind of advice at the right time and hence, serve the clients in the most responsible and professional manner. He or she should also watch out for relevant articles in architectural and building magazines or journals and other publications that would provide up-to-date knowledge on issues related to the architectural profession, especially those on professional practice matters. The PPE Candidate is advised to consult his or her Supervisor and Advisor on the appropriate reading and reference materials.

#### **11.1 OTHER SINGAPORE STATUTES THAT MAY BE RELEVANT TO THE ARCHITECTURAL PROFESSION**

These publications are available online at [http://statutes.agc.gov.sg/act\\_head.html](http://statutes.agc.gov.sg/act_head.html). The PPE Candidate should always take note of any available subsidiary legislation which has an impact on practice matters.

- Air Navigation Act.
- Appraisers and House Agents Act.
- Buildings and Common Property (Maintenance and Management) Act.
- Business Registration Act (Chapter 32).
- Electricity Act.
- Fees Act.
- Frustrated Contracts Act.
- Government Contracts Act.
- Government Procurement Act.
- Housing and Development Act.
- Health Promotion Board Act.
- Health Sciences Authority Act.
- Homes for the Aged Act.
- Hotels Act.
- HUDC Housing Estates Act.
- Info-Communications Development Authority of Singapore Act.

- Insurance Act.
- International Arbitration Act.
- Judicial Proceedings (Regulation of Reports) Act.
- Jurong Town Corporation Act.
- Land Acquisition Act.
- Land Surveyors Act.
- Maritime and Port Authority of Singapore Act.
- National Emblems (Control of Display) Act.
- Official Secrets Act.
- Parking Places Act.
- Plant Varieties Protection Act 2004.
- Preservation of Monuments Act.
- Prevention of Pollution of the Sea Act.
- Professional Engineers Act.
- Property Tax Act.
- Property Tax (Surcharge) Act.
- Protected Areas and Protected Places Act.
- Public Entertainments and Meetings Act.
- Public Utilities Act.
- Residential Property Act.
- Registered Designs Act.
- Sale of Commercial Properties Act.
- Sand and Granite Quarries Act.
- Sentosa Development Corporation Act.
- Service Lands Act.
- Singapore Examinations and Assessment Board Act 2003.
- Skills Development Levy Act.
- Small Claims Tribunals Act.
- Smoking (Prohibition in Certain Places) Act.
- Standards, Productivity and Innovation Board Act.
- State Lands Act.
- State Lands Encroachments Act.
- Statutory Bodies and Government Companies (Protection of Secrecy) Act.
- Telecommunications Act.
- Town Councils Act.

## 11.2 REFERENCE BOOKS

A J Legal Handbook	Specialist & Stage
Accountancy Management	Batty J MacDonald & Evans
ADR: Principles and Practice (2 <sup>nd</sup> Edition)	Henry Brown & Arthur Marriott – Thomson Sweet & Maxwell
Arbitration Forms and Precedents	Professor Robert Merkin & Julian Critchlow – LLP Professional Publishing
Arbitration Practice and Procedure: Interlocutory and Hearing Problems (3 <sup>rd</sup> Edition)	Professor D Mark Cato – LLP Professional Publishing
Arbitration: Principles and Practice	John Parris
Architectural Practice & Procedure	H Hamilton Turner
Architects & the Law in Singapore	Christopher Chuah, Susana Lim, Tan Beng Kiang – Butterworths Asia
Balman's An Outline of Law	Major J – Law Book Company
Bernstein's Handbook of Arbitration and Dispute Resolution Practice (4 <sup>th</sup> Edition)	John Tackaberry & Arthur Marriott – Thomson Sweet & Maxwell
Building Contract Claims (4 <sup>th</sup> Edition)	David Chappell, Vincent Powell-Smith, & John Sims – Blackwell Publishing
Building Contract Dictionary (3 <sup>rd</sup> Edition)	David Chappell, Derek Marshall, Vincent Powell-Smith & Simon Cavender – Blackwell Publishing
Building Contract Law in Singapore (2 <sup>nd</sup> Edition)	Lee Peng Khoon, Edwin – Acumen Publishing Co Pte Ltd
Building Law Monthly	Published by LLP Professional Publishing
Building Law Reports	Published by LLP Professional Publishing
Case Studies in Post-Construction Liability and Insurance	Anthony P Lavers – published by Post Construction Liability Commission of the International Council for Building Research Studies and Documentation
Commonwealth Construction Cases – The Singapore Perspective	Philip Chan Chuen Fye – Sweet & Maxwell

Communications in the Building Industry	Higgins & Jessop – Tavistock
Compulsory Land Acquisition: Singapore and Malaysia (2 <sup>nd</sup> Edition)	N Khublall – Butterworths Asia
Construction Adjudication (2 <sup>nd</sup> Edition)	John L Riches & Christopher Dancaster – LLP Professional Publishing
Construction Arbitrations - A Practical Guide	Vincent Powell-Smith – Legal Studies & Services Ltd
Construction Contracts	M P Furmston – Blackwell Publishing
Construction Industry Law Letter	Published by LLP Professional Publishing
Construction Law Casebook Volumes 1 & 2	Philip Chan Chuen Fye and Chow Kok Fong – Butterworths Asia
Construction Law in Singapore and Malaysia (2 <sup>nd</sup> Edition)	Anthony P Lavers, George K H Tan, Nigel M Robinson and Raymond Chan – Butterworths Asia
Construction Law: Law and Practice relating to the Construction Industry, 7th Edition, 1999	John Uff – Sweet & Maxwell
Construction Management : New Directions (2 <sup>nd</sup> Edition)	Denny McGeorge and Angela Palmer – Blackwell Science
Construction Safety Handbook (2 <sup>nd</sup> Edition)	VJ Davies and K Tomasin – Thomas Telford
Construction Specifications Writing: Principles and Procedures (4 <sup>th</sup> Edition)	Harold J Rosen – John Wiley
Contract Administration - Guide to the Singapore Standard Form of Building Contract	Choy Chee Yean, Graham Lim, Eugenie Lip & Sundaresh Menon
Cost Studies of Buildings	Allan Ashworth – Longman
Delay and Disruption in Construction Contracts	Keith Pickavance - LLP Professional Publishing
Design and Build: Uses and Abuses	Jeremy Hackett – LLP Professional Publishing
Design Liability in the Construction Industry	D L Cornes
Development Control and Planning Law Singapore	N Khublall and Belinda Yuen – Longman
Emden's Construction Law, Volume 1-5, 8th Edition, 1990	Butterworths

Encyclopaedia of Planning Law & Practice	Desmond Heap
Evaluating Contract Claims	R Peter Davison – Blackwell Publishing
Guide to Quality Management & ISO 9000 Certification (property firms)	CIDB and Real Estate Developers' Association of Singapore
Halsbury's Laws of Singapore, Volume 2, Arbitration and Building & Construction, 1999	Butterworths Asia, Singapore
Handbook of Sustainable Building: an Environmental Preference Method for Selection of Materials for Use in Construction and Refurbishment	David Anink, Chiel Boonstra, and John Mak – James & James
Hudson's Building & Engineering Contracts	I N Duncan Wallace – Thomson Sweet and Maxwell
Indemnity & Insurance	Peter Madge
Introduction to Arbitration	Harold Crowter – LLP Professional Publishing
Keating on Building Contracts	Anthony May – Sweet & Maxwell
Law and Practice of Building Contracts	Donald Keating – Thomson Sweet and Maxwell
Law and Practice of Construction Contracts (3 <sup>rd</sup> Edition)	Chow Kok Fong – Thomson Sweet & Maxwell Asia
Managing AutoCAD in the Design Firm : a Manual for Architects and Interior Designers	Karen A. Vagts – Addison-Wesley Pub. Co
Management for the small design firm : handling your practice, personnel, finances, and projects	Jim Morgan – Whitney Library of Design, New York c1998
Managing International Operations: a Guide for Engineers, Architects, and Construction Managers	Roosbeh Kangari and Chester L Lucas – ASCE Press
Parris's Standard Form of Building Contract (3 <sup>rd</sup> Edition)	David Chappell – Blackwell Publishing
Personnel Administration	Pigors Meyers - McGraw-Hill
Principles of Singapore Land Law (2 <sup>nd</sup> Edition)	Tan Sook Yee – Butterworths Asia
Professional Liability	Raymond Cecil
Professional Negligence	Ashley Underwood - Stephen Holt

Professional Negligence in the Construction Industry	Jeffrey Brown, Ian Yule, Mark Arrand – LLP Professional Publishing
Professional Practice 101 : a Compendium of Business and Management Strategies in Architecture	Andy Pressman – Wiley
Project Management in Construction	Anthony Walker – Blackwell Publishing
Project Planning, Scheduling, and Control in Construction: an Encyclopaedia of Terms and Applications	Published by John Wiley
Public Private Partnerships - Managing Risk and Opportunities	Akintoye A Beck M – Blackwell Publishing
Public Sector Standard Conditions of Contract for Construction Works 1999 - A Commentary	Philip CF Chan – Butterworths Asia
Public Sector Standard Conditions of Contract for Design and Build - A Commentary	Drew & Napier LLC & KPK Quantity Surveyors – Butterworths Asia
Quantity Surveying	C Dent – Oxford University Press
Rimmer's The Law relating to the Architect	William H Gill – Stevens & Sons
Russell on Arbitration (22 <sup>nd</sup> Edition)	David St John Sutton & Judith Gill – Thomson Sweet & Maxwell
Safety Management In the Construction Industry: A Manual For Project Managers	Published by a team of Experts in India
Site Safety (2 <sup>nd</sup> Edition)	S C Bielby – Construction Industry Research and Information Association
Specifications	J Willis – Crosby-Lockwood
Standard Form of Sub-Contracts : An Annotation	Christopher Chuah, Tan Liam Beng, Michael Chia – Butterworths Asia
Strata Title in Singapore and Malaysia	Teo Keang Sood – Butterworths Asia
The Architect in Practice	J Willis – Crosby-Lockwood
The Architect in Practice	David Chappell, Andrew Willis – Blackwell Science

The Architect's Guide to running a Job	R Green – Architectural Press
The Architect's Guide to Site Management	R Green – Architectural Press
The Business of Architectural Practice	Derek Sharp – Oxford : BSP Professional Books
The Digital Architect : a Common-Sense Guide to using Computer Technology in Design Practice	Ken Sanders – J Wiley & Sons
The Expert in Litigation and Arbitration	Professor D Mark Cato – LLP Professional Publishing
The Expert Witness (3 <sup>rd</sup> Edition)	Jean Graham Hall & Gordon D Smith – Barry Rose
The Expert Witness in Construction Disputes	Michael P Reynolds – Blackwell Publishing
The Law of Defective Premises	Speaight & Stone
The Public Sector Standard Conditions of Contract for Construction Works 1999 – A Commentary	Philip Chan & Christopher Leong – Butterworths Asia
The Singapore Property Handbook	Christudason, Alice – LexisNexis
The Singapore Standard Form of Building Contract – An Annotation	Chan Tan & Partners, Davis Langdon & Seah Singapore Pte Ltd – Butterworths Asia
The International Construction Law Review	Published by LLP Professional Publishing

### 11.3 REFERENCE INTERNET ARTICLES

The following internet articles are available free online at <http://www.jrk.com.sg/MAIN/ARTICLES.HTM> and are recommended for reading and reference by PPE Candidates:

- What Lies Beneath by Stephen Rae, September 2003. (James R Knowles, Singapore)
- SARS : A force majeure event under construction contracts? by Stephen Rae, May - June 2003. (James R Knowles, Singapore)
- Quantum Leap by Stephen Rae, November - December 2001. (James R Knowles, Singapore)
- Construction Dispute Resolution : Litigation Or Arbitration? by John Wong, 4th Quarter 2001. (James R Knowles, Malaysia)

- Pitfalls of the General Construction Industry in Malaysia & the Solutions by Mohd Norazman Zaini, September - October 2001. (James R Knowles, Malaysia)
- Problems with Design & Build Contracts in Malaysia by Daniel Tan, July - August 2001. (James R Knowles, Malaysia)
- Power Struggle by Stephen Rae (James R Knowles, Singapore)
- Loss of Profit on Omitted Work by Stephen Rae (James R Knowles, Singapore)
- Not Worth the Paper It's Written On by Stephen Rae (James R Knowles, Singapore)
- Is The Law Losing Interest in Construction? by Stephen Rae (James R Knowles, Singapore)
- Disruption : Counting the Cost by Stephen Rae (James R Knowles, Singapore)
- Hong Kong Contractors : Beware of Clouds With Silver Lining by Stephen Rae (James R Knowles, Singapore)
- A Matter of Construction by Stephen Rae (James R Knowles, Singapore)
- Liquidated Damages Not Sole Remedy for Delay by Ngoo Ping Chue (James R Knowles, Singapore)
- Correction Certificate Issued After Practical Completion by Ngoo Ping Chue (James R Knowles, Singapore)
- Common Sense for Contractors in the Preparation of Claims by Matthew Wills (James R Knowles, Singapore)
- In What Circumstances Does An Employer Have The Right To Levy Liquidated Damages? by Rodney Martin, September 2000. (James R Knowles, Malaysia)
- The Tradesman's Entrance by Peter Rumgay. (James R Knowles, Hong Kong)
- Pitfalls To Be Avoided By Design And Build Contractors by Rodney Martin, July 2000. (James R Knowles, Malaysia)
- Time For Action? by Stephen Rae, June 2000. (James R Knowles, Hong Kong)
- Valuing Variations - The Applicability of Bill Rates by John Molloy, May 2000. (James R Knowles, Hong Kong)
- When The "Boot" Is On The Other Foot by Stephen Rae, May 2000. (James R Knowles, Hong Kong)
- Certainly - Not Necessarily A Sure Thing by Stephen Rae, March 2000. (James R Knowles, Hong Kong)

#### 11.4 OTHER REFERENCE INTERNET ARTICLES:



The following articles/papers/newsletters/legal information published by CHANTAN LLC, a local law corporation are available free online at <http://www.chantan.com.sg> and are recommended for reading and reference by PPE Candidates:

- Outline of Singapore Legal System and Law.
- Outline of Singapore Construction Law and Practice.
- Recent Developments in Arbitration & Dispute Resolution in Singapore.
- Major Review of Developments in Construction Law.
- Proposed Security of Payment Legislation: Key Areas.
- Building and Construction Industry Security of Payment (SOP 2004) Act.
- The Adjudicator-Security of Payment Act : Critical Measures in Adjudication.
- Various 'Construction Law Focus' newsletters.

### LIST OF ADVISORS FOR PROFESSIONAL TRAINING

Below list the current appointed advisers by the Board of Architects wef 1 June 2005.

---

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## INFORMATION ON THE ROLE AND RESPONSIBILITIES OF THE SUPERVISOR AND ADVISOR

### (A) ROLE AND RESPONSIBILITIES OF THE SUPERVISOR

- (a) The Supervisor is a mentor providing guidance and training to the PPE Candidate's Development Programme in the various areas of architectural practice.
- (b) The Supervisor must provide the PPE Candidate the opportunities to acquire core competencies in the various areas of architectural practice
- (c) The Supervisor must provide training during his or her period of practical experience, in the broad aspects of architectural practice covering design and construction documents, contract administration, project management and any other related activities.
- (d) It is important for the Supervisor to provide the PPE Candidate with tutorial lessons in the areas of contract administration, contract issues and other areas of professional practice;
- (e) The Supervisor should provide reasonable opportunities to the PPE Candidate to acquire knowledge and experience in professional issues.
- (f) The Supervisor should have periodic discussions/meetings with the PPE Candidate so as to be able to review his or her progress and make assessment of his or her practical training.
- (g) In the course of the mentoring process, the Supervisor must realise the PPE Candidate's shortcomings and provide guidance in the further improvement of his or her training.
- (h) The Supervisor must submit to the Board, the Supervisor's quarterly assessment reports (Appendix A) of the PPE Candidate.
- (i) The Supervisor should allow the PPE Candidate the access to educational opportunities and if necessary, to encourage him or her by paying the fees of the seminars and talks as his or her continuing education for the enrichment of his or her training.
- (j) The Supervisor should confer, if needed with the Advisor of the PPE Candidate.

#### SUBMISSION OF QUARTERLY REPORTS ENDORSED BY THE PPE CANDIDATE'S SUPERVISOR

The PPE Candidate is required to ensure that the quarterly reports (Appendix A) are endorsed by his or her Supervisor indicating the Supervisor's involvement and assessment of the PPE Candidate's practice and that the said quarterly reports are submitted to the Board on a quarterly basis by the following dates: **31 January, 30 April, 31 July and 31 October.**

The format of the quarterly reports is as shown in Appendix B and each report is to be duly completed by the Supervisor on a quarterly basis. Non-submission of such reports by the PPE Candidate may result in the Board not granting its permission for the PPE Candidate to sit for the Professional Practice Examination or the Professional Practice Interview Examination.

## **(B) ROLE AND RESPONSIBILITIES OF THE ADVISOR**

- (a) The Advisor is a mentor to the PPE Candidate providing additional guidance and training to the PPE Candidate's Development Programme in the various areas of architectural practice.
- (b) The Advisor must be available to the PPE Candidate for advice at all times during his period of practical experience in the broad aspects of architectural practice covering design and construction documents, contract administration, project management and any other related activities.
- (c) It is important for the Advisor to provide the PPE Candidate with tutorial lessons where appropriate, in the areas of contract administration, contract issues and other areas of professional practice.
- (d) The Advisor should have periodic discussions/meetings with the PPE Candidate so as to be able to review his or her progress and make assessment of his or her practical training.
- (e) In the course of the mentoring process, the Advisor must realise the PPE Candidate's shortcomings and provide guidance in the further improvement of his or her training.
- (f) The Advisor must submit to the Board the Advisor's quarterly assessment reports (Appendix B) of the PPE Candidate.
  - (g) The Advisor must encourage the PPE Candidate to attend seminars and talks as his or her continuing education for the enrichment of his or her training.
- (h) The Advisor must provide guidance to enhance his or her professional growth.
- (i) The Advisor should confer, if needed with the Supervisor of the PPE Candidate.

## **SUBMISSION OF QUARTERLY REPORTS ENDORSED BY THE PPE CANDIDATE'S ADVISOR**

The PPE Candidate is required to ensure that the quarterly reports (Appendix B) are endorsed by his or her Advisor indicating the Advisor's involvement and assessment of the PPE Candidate's practice and that the said quarterly reports are submitted to the Board on a quarterly basis by the following dates: **31 January, 30 April, 31 July and 31 October**.

The format of the quarterly reports is as shown in Appendix B and each report is to be duly completed by the Advisor on a quarterly basis. Non-submission of such reports by the PPE Candidate may result in the Board not granting its permission for the PPE Candidate to sit for the Professional Practice Examination or the Professional Practice Interview Examination.