

DETAILS

SIA - Architectural Practice Course 2010

May – Nov 2010

BOA-CPD Accreditation **3 points per session**

Enquiry (call Ms Isabella Yeo)

Tel: (65) 6226 2668

Fax: (65) 6226 2663

Email: bae@sia.org.sg

REGISTRATION

Name: _____
(please underline Surname)

NRIC No: _____

Membership No: [] SIA _____

[] CIJC (Pls specify Institution) _____

[] BOA Reg No _____ [] Non-member

[] Examination Candidate (Exam Yr _____)

Organisation: _____

Address: _____

_____ S ()

Tel: _____ Fax: _____

Email: _____

Contact Person: _____

Bank/Cheque No: _____ Amount \$ \$ _____

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



Ms Isabella Yeo
Singapore Institute of Architects
79B Neil Road, Singapore 088904

Priority will be given to 1st 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

2010/050/MS/1Y



Singapore Institute of Architects (SIA)

Presents

SIA - Architectural Practice Course 2010

Date : Please see attached schedule
Time : Registration and light refreshments at 6.30 pm
Venue : Singapore Institute of Architects
SIA Theatre - Level 1
79 Neil Road Singapore 088904

Please tick

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COURSE FEE (Full)

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

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

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COURSE FEE (Individual Sessions)*

(inclusive of 7% GST and 1 refreshment)

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

* (Please fill in particulars
and
complete Appendix A
enclosed)

Note (Applicable to 1st time PPE Candidates Only)

- 1) The Board of Architects, Singapore has endorsed this Architectural Practice Course 2010. It shall replace the PPE Tutorials.
- 2) 1st-time PPE candidates (i.e. those taking their 1st PPE in 2010) are required to attain **75%** attendance of this course prior to sitting for the examination.
- 3) 1st-time PPE candidates (Singaporean and Singapore PR only) will enjoy a one-time **\$500.00** 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.

ACCEITATION

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 2010**

Appendix A

Name: _____ Tel (office): _____ (mobile): _____ E-mail: _____
 (Please underline Surname)

Once sessions are confirmed, it cannot be changed

Session No.	Date	Time	Tutor	(Please tick ✓)
INTRO	Thursday, 27 May 2010	7.00pm to 9.30pm	Larry Ng	<input type="checkbox"/>
1	Tuesday, 01 June 2010	7.00pm to 9.30pm	Choy Kah Kin	<input type="checkbox"/>
2	Tuesday, 08 June 2010	7.00pm to 9.30pm	Theodore Chan & Darren Peter Benger	<input type="checkbox"/>
3	Tuesday, 15 June 2010	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
4	Tuesday, 22 June 2010	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
5	Tuesday, 29 June 2010	7.00pm to 9.30pm	Choy Kah Kin	<input type="checkbox"/>
15	Tuesday, 06 July 2010	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
16	Tuesday, 13 July 2010	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
17	Tuesday, 20 July 2010	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
18	Tuesday, 27 July 2010	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
19	Tuesday, 03 August 2010	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
11	Tuesday, 10 August 2010	7.00pm to 9.30pm	Lim Choon Keang	<input type="checkbox"/>
12	Tuesday, 17 August 2010	7.00pm to 9.30pm	Foo_Leoh Chay Hong & Low Giau Leong	<input type="checkbox"/>
13	Tuesday, 24 August 2010	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
14	Tuesday, 31 August 2010	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
6	Tuesday, 07 September 2010	7.00pm to 9.30pm	Yap Kin Fung & Ho Swee Sun	<input type="checkbox"/>
7	Tuesday, 14 September 2010	7.00pm to 9.30pm	Daren Peter Benger	<input type="checkbox"/>
8	Tuesday, 21 September 2010	7.00pm to 9.30pm	Daren Peter Benger	<input type="checkbox"/>
9	Tuesday, 28 September 2010	7.00pm to 9.30pm	Daren Peter Benger	<input type="checkbox"/>
10	Tuesday, 05 October 2010	7.00pm to 9.30pm	Teng Joo Cheng	<input type="checkbox"/>
20	Tuesday, 12 October 2010	7.00pm to 9.30pm	Lim Choon Keang	<input type="checkbox"/>
21	Tuesday, 19 October 2010	7.00pm to 9.30pm	Kwan Cheng Fai	<input type="checkbox"/>
22	Tuesday, 26 October 2010	7.00pm to 9.30pm	Raymond Chan	<input type="checkbox"/>
23	Tuesday, 02 November 2010	7.00pm to 9.30pm	Larry Ng	<input type="checkbox"/>
24	Tuesday, 09 November 2010	7.00pm to 9.30pm	Daren Peter Benger	<input type="checkbox"/>

Stage/Objective	Subject	Scope	Date / Tutor
Examination Logistics	INTRODUCTORY SESSION		
	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 6. Emphasis on expectations of Oral Examination	27-May Larry Ng
A. Inception (Prepare general outline of requirements and plan future action).	SESSION 1		
	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	1-Jun Choy Kah Kin
	SESSION 2		
	4. Preparation of Fee Proposal and Service Agreement 5. Obtain in-principle appointment from Client 6 Fee Calculator	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	8-Jun Theodore Chan Darren Peter Bengner
	Cross Reference to Current Syllabus for PPE: 9.1.1: Architect's Act 9.2.1: Architect's Rules, Professional Conduct & Ethics 9.2.2: Relevant SIA Publications 9.2.9: Related Industries, Form's of Architectural Practices, Office Administration and Management		
B. Feasibility (Provide Client with appraisal and recommend form of project, ensuring technical and functional feasibility)	SESSION 3		
	1. Establish Overall Development Master Schedule	1. Various forms of Master Development Schedule Identifying Critical Path Elements that make up the Schedule 2. Factoring-in authorities approvals, critical client's deadlines and other contingencies 3. Procedure, Flow-Chart for procuring Authorities Approvals 4.	15-Jun Theodore Chan

B. Feasibility <Continued>	SESSION 4		
	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	22-Jun Theodore Chan
	SESSION 5		
	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	29-Jun Choy Kah Kin
	SESSION 6		
	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	7-Sep Yap Kin Fung & Ho Swee Sun
Cross Reference to Current Syllabus for PPE: 9.1.2: Singapore Statutes relevant To Architectural Profession			
C. Outline Proposal (Determine outline layout, design and construction napproach, execute URA Outline Planning Submission)	SESSION 7		
	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	14- Sep Darren Peter Benger

C. Outline Proposal <Continued>	SESSION 8		
	2. Develop schematic design proposal options	4. Minimum design output content of an outline concept: <ul style="list-style-type: none"> • structural grid • layout plans • sections • finishes • cost estimates 5. Conduct of Internal & External Design Reviews to ensure compliance to Client's Requirements & Design Brief	21-Sep Darren Peter Bengner
	Cross Reference to Current Syllabus for PPE: 9.1.3: Codes, Regulations, Requirements of Various Authorities 9.1.4: Planning Act & Related URA Regulations, Guidelines and Publications		
D. Planning Submission (Complete brief, decide on particular proposal, execute formal URA Submission)	SESSION 9		
	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"> • compliances to Outline Provisional Permission conditions • compliance to final brief and user requirements • corresponding revised cost estimates 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	28-Sep Darren Peter Bengner
	SESSION 10		
	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	05-Oct Teng Joo Cheng
E. Building Plan Submission(Execute Building Plan Submission to BCA and other relevant Tech. Depts)	SESSION 11		
	1. Preparing for and Executing Building Plan Submission To BCA and Tech. Depts	1. Contents of BP Submission Plans	10-Aug
	2. Tech Dept. Guidelines and Plan Approval Procedure at Building Plan Clearance Stage	2. Advance the development of the design proposal for Building Plan Submission purposes incorporating: <ul style="list-style-type: none"> • compliances to URA Provisional Permission conditions and Written Directions • corresponding revised cost estimates 3. Building Control, Regulations and Guidelines of Various Tech. Depts	Lim Choon Keang

F. Green Mark and WHS	SESSION 12		
	1. Green Mark, Buildable Design, Sustainable Construction and Workplace Health & Safety	1. Buildable Design & Sustainable Construction (BCA) 2. Green Mark (BCA) 3. Design For Safety (MOM)	17-Aug Foo-Leoh Chay Hong & Low Giau Leong
	Cross Reference to Current Syllabus for PPE: 9.1.5: Building Control Act, Codes, Regulations, Requirements of BCA Various Tech. Departments		
G. Detail Design (Obtain final decision on every matter related to design, specifications, construction and cost.) H. Product Information (Prepare working drawings and other production information, make final detailed decisions to enable full documentation of design)	SESSION 13		
	1. Design development and detailing of every part and component of the building & checking of the design 2. Preparation of Documents and Drawings of the Client-Approved Design to a sufficient detail for: • Enabling QS to prepare Pricing Document • Builder to price and build according to 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 6. Prepare schedule of production information required to fully document the design : 7. Schedule of Drawings, Finishes, Doors & Windows, 8. Details Ironmongery etc. 9. Specification Writing 10. Review with Client-Consultant Team	24-Aug Theodore Chan
I. Site Administration (To administer site operations through to substantial completion.)	SESSION 14		
	1. Site Administration	1. Requirement for, Procurement of and Duties of for COW, RE 2. 1st Site Meeting; Organization & Site Meeting Minutes 3. Handing-over site to Contractor 4. Insurances and permits required 5. Records 6. Instructions, Directions, Certifications of Payment 7. Inspections and Approvals 8. Site Progress Monitoring 9. Site Safety 10. Completion Inspections & Required Documentation 11. Handing-over back to Client 12. Other Site and Contract Administration Issues (Delays & EOT Assessment, LD, Final Accounts) 13. Organization & Site Meeting Minutes	31-Aug Theodore Chan

I. Site Administration <Continued>	Cross Reference to Current Syllabus for PPE: 9.2.8: Project Management at Design-Drawing Production Stage		
J. Tender Conditions (Prepare and complete all information and arrangements for obtaining tender) K. Tender Action (Inviting bonafide tender, evaluation of submitted tenders, award of Tender)	SESSION 15		
	1. Tender Documentation and Action	1. Pre-qualification of Tenderers. 2. Typical Construction Procurement Approaches. 3. Tender Documentation and Process: • Structure of Contents. • Tender Deposits. • Issuing Tender Addenda. • Opening Tender Offers. 4. Tender Action: • Evaluation and Interviews. • Report and Recommendation Letters of Award and Letters of Intent	6-Jul Eugenie Lip
	Cross Reference to Current Syllabus for PPE: 9.2.3: PSSCOC 9.2.4: SIA and Other Forms of Building Contracts Pre-Contract Issues 9.2.7: Design & Build Contract		
L. Contract Admin (To administer the contract operations through to substantial completion.)	SESSION 16 to 19 (4 Parts Sessions)		
	1. Contract Administration	1. Possession of Site and Commencement. 2. Administration Matters. 3. Instructions and Directions. 4. Certificates and Role of Architect (as Certifier). 5. Notices and Conditions Precedent. 6. Programme 7. Extensions of Time and Liquidated Damages. 8. Completion. 9. Variations. 10. Certifying Payments and Payment Protocol under Security of Payment Act (SOP Act). 11. Construction Insurance. 12. Performance Bond. 13. Termination and Post Termination Effects and Action (to complete the Works). 14. Defects, Effects of Maintenance Period and Defects Liability at Common Law. 15. Highlights of Differences between PSSCOC & SIA Forms of Contract	13-Jul 20-Jul 27-Jul 3-Aug Eugenie Lip

L. Contract Admin <Continued>	Cross Reference to Current Syllabus for PPE: 9.2.5: Building Contract – Contract Administration Issues		
M. Procurement of TOP/CSC (To obtain TOP-CSC)	SESSION 20 1. Procuring of TOP-CSC <div> 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 </div>		
N. Maintenance Period / Defects Liability O. Closing-Out of Project	1. Action during Maintenance Period 2. Formal closing-out of Project	1. Defects Identification 2. Defects rectification procedure, Method Statements and monitoring 3. Maintenance Certificate 4. Final Certificate 5. Settlement of all Final Payments 6. As-Built Drawings and Records 7. Client's Feedback 8. Lessons Learnt 9. Putting back in the Learning Loop	12-Oct Lim Choon Keang 19-Oct Kwan Cheng Fai
	Cross Reference to Current Syllabus for PPE: 9.2.6: Building Contract – Post Contract Administration Issues		
P. Miscellaneous Related Acts & Statutes	SESSION 22 1. Housing and Developers Act		
Q. Professional Maturity	SESSION 23 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	2-Nov Larry Ng

Q. Professional Maturity <Continued>	Cross Reference to Current Syllabus for PPE: 9.1.1: Architect's Act 9.2.1: Architect's Rules, Professional Conduct & Ethics 9.2.2: Relevant SIA Publications 9.2.9: Related Industries, Form's of Architectural Practices, Office Administration and Management		
Past Year Papers	SESSION 24		
	1. Model Answers	1. From past year questions	9-Nov Darren Peter Benger

Important Notes (Applicable to 1st Time PPE Candidates only)

- 1) For PPE candidate intending to sit for 2010 or 2011 PPE examinations, they can attend the full course in 2010. As long as he/she sits for 2010 or 2011 PPE examination and also fulfill the requirement of **75%** attendance as 1st time PPE candidate, the **\$500.00** reimbursement by Board of Architects, Singapore (BOA) will be applicable after the examination. In addition, to be eligible for the reimbursement by the Board of Architects, the candidate must pass the PPE Examination, register with the Board and attend the Registration Ceremony.
- 2) For full course registration, the attendance must be completed in 2010 for 1st time PPE examination candidate taking 2010 PPE examination. The **75%** attendance rate will be calculated based on attendance in 2010.
- 3) For full course registration, the attendance could be completed partially in 2010 and balance in 2011 for 1st time PPE examination candidate taking 2011 PPE examination. The sessions to be attended for 2010 have to be clearly indicated in the registration form. In the event of absence, replacement for the 'absence' session(s) in 2011 will be chargeable. The balance sessions to be attended in 2011 to be forwarded when the registration form is available in 2011. The **75%** attendance rate will be calculated based on attendance from 2010 & 2011, for the reimbursement by BOA after the examination.
- 4) The reimbursement is not applicable for partial course registration and for payment made by organisation.

For all applicants who opted for the **\$500.00** 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 or fax: 62262663. Thank you.

Acknowledgement

I acknowledge the above terms and conditions as 1st time PPE candidates, applying for **\$500.00** reimbursement.

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

Home Address: _____

Tel: _____ HP: _____

Fax: _____ Email: _____

Signature : _____

**. The reimbursement is subjected to the Board of Architects' terms and conditions I. Fees paid are non-refundable under all circumstances.*