

DETAILS



Architectural Practice Course 2011

May – Nov 2011

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

Enquiry (call Ms Jacey Tay)

Tel: (65) 6226 2668

Fax: (65) 6226 2663

Email: bae@sia.org.sg

REGISTRATION FORM

Name: _____
(as in Passport / please underline Surname)

NRIC No: _____

Organization: _____

Address: _____

_____ S ()

Tel: _____ Fax: _____

HP: _____

Email: _____

*All the above fields are mandatory.

Please complete the below accordingly.

[] SIA Membership No _____

[] BOA Reg No _____

[] CIJC (Pls specify Institution) _____

[] Non-member

[] Professional Practice Examination (PPE) candidate

(Exam Yr _____)

**Priority will be given to 1st time PPE Candidate/1st time participant who will be accepted upon receipt of registration form and payment to SIA. Registration by fax will only be confirmed upon receipt of payment.

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 a valid CPD Hours for its members.

CPD PROGRAMME

SINGAPORE INSTITUTE OF ARCHITECTS

2011/048/MS/JT



Singapore Institute of Architects (SIA)

Presents

Architectural Practice Course 2011 (APC 2011)

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

Please choose only one of the below box. Please complete and return the **Registration Form** together with **one of the chosen Appendix** by **20 May 2011**.

☐ Appendix A (page 1-3): 1st time PPE candidate taking examination in Yr 2011 or 2012
[opt for Board of Architects' reimbursement]

☐ Appendix B (page 1-2): 1st time PPE candidate taking exam in Yr 2011 / Individual participant taking full course in Yr 2011 [opt for Workforce Development Agency (WDA) subsidy]

☐ Appendix C (page 1-2): Individual participant taking selected session(s) only

PAYMENT OPTIONS

Please tick your payment mode:

[] By Cheque

Bank/Chq # : _____ Amt S\$:
Local Cheque (must be drawn in Singapore) should be crossed and made payable to "Singapore Institute of Architects" before the closing date to:

Ms Jacey Tay
Singapore Institute of Architects
79B Neil Road, Singapore 088904

Please indicate your name and company/institution (if any) and seminar date/title on the back of the cheque.

[] By Cash

You can drop by the SIA office to make cash payment between 9.30 am - 5.30 pm on weekdays.

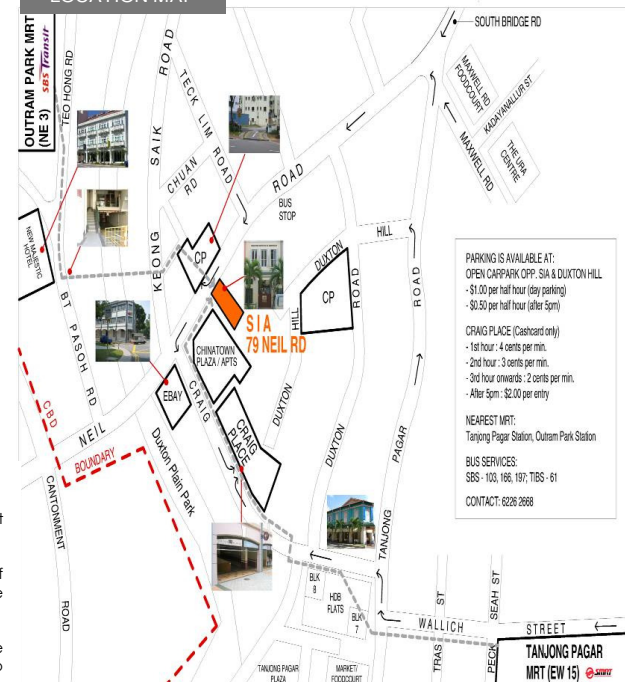
Address:
Singapore Institute of Architects
79B Neil Road, Singapore 088904

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 organization) the fee difference will have to be made good to SIA prior to the event.

LOCATION MAP



PARKING IS AVAILABLE AT:
OPEN CARPARK OPP: SIA & DUXTON HILL
- \$1.00 per half hour (day parking)
- \$0.50 per half hour (after 5pm)
CRANG PLACE (Carboard only)
- 1st hour: 4 cents per min.
- 2nd hour: 3 cents per min.
- 3rd hour onwards: 2 cents per min.
- After 5pm: \$2.00 per entry
NEAREST MRT:
Tanjong Pagar Station, Outram Park Station
BUS SERVICES:
SBS - 103, 106, 139, 785 - 61
CONTACT: 6226 2668



SIA - Architectural Practice Course 2011
1st time PPE candidate taking examination in Yr 2011 or 2012
[opt for Board of Architects' reimbursement]
 (Applicable to 1st time PPE Candidates only)

Architectural Practice Course fee

COURSE FEE (Full payment to be made) (inclusive of 7% GST)

Pls tick

<input type="checkbox"/>	Examination Candidate (EC)	\$ 1,500.00
<input type="checkbox"/>	SIA Member (SIA M)	\$ 1,500.00
<input type="checkbox"/>	BOA Registered Architects/ CIJC Member (BOA/CIJC M)	\$ 2,000.00
<input type="checkbox"/>	Non Member (NM)	\$ 2,500.00

NOTE:

- 1) The Board of Architects, Singapore has endorsed this Architectural Practice Course 2011. It shall replace the PPE Tutorials.
- 2) 1st time PPE candidates (i.e. those taking their 1st PPE in 2011) are required to attain **75%** attendance of this course prior to eligible to sit for the PPE.
- 3) 1st time PPE candidates (**Singaporean** and **Singapore Permanent Resident** only) will enjoy a one-time **\$500.00** reimbursement of the course fee from the Board of Architects, Singapore if they attain **75%** attendance within a maximum period of 2 years (For Complete Course participants only. 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).
Please refer to the below:

(a) Payment of **Full Course Fee*** upon registration in 2011 (regardless intending to sit for 2011 or 2012 PPE examinations).

(b) For PPE candidate intending to sit for 2011 or 2012 PPE examinations, they can attend the full course in 2011. As long as he/she sits for 2011 or 2012 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.

(c) For full course registration, the attendance must be completed in 2011 for 1st time PPE examination candidate taking 2011 PPE examination. The **75%** attendance rate will be calculated based on attendance in 2011.

(d) For full course registration, the attendance can be completed partially in 2011 and balance in 2012 for 1st time PPE examination candidate taking 2012 PPE examination. The sessions to be attended for 2011 have to be clearly indicated in the registration form (Appendix A page 3). In the event of absence, replacement for the 'absence' session(s) in 2012 will be chargeable. The balance sessions to be attended in 2012 to be forwarded when the registration form is available in 2012. The **75%** attendance rate will be calculated based on attendance from 2011 & 2012, for the reimbursement by BOA after the examination.

- 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, pass the PPE Examination, register with the Board and attend the Registration Ceremony.
- 6) The reimbursement is not applicable for partial course registration and for payment made by organization.
- 7) PPE candidate who opt for the Board of Architect's Professional Practice Exam reimbursement will not be eligible to apply for the WDA subsidy.

For Applicant 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. Course fees paid are non-refundable under all circumstances.*

PPE's Registration for Session(s) attending in Yr 2011 Architectural Practice Course 2011

Appendix A (Page 3)

Name: _____ Tel (office): _____ (mobile): _____ E-mail: _____
 (Please underline Surname) Once sessions are confirmed, it cannot be changed

Session No.	Date	Time	Tutor	Attending in Yr 2011 (Please tick ✓)
INTRO	Friday, 27 May 2011	7.00pm to 9.30pm	Larry Ng	<input type="checkbox"/>
1	Wednesday, 01 June 2011	7.00pm to 9.30pm	Choy Kah Kin	<input type="checkbox"/>
2	Wednesday, 08 June 2011	7.00pm to 9.30pm	Darren Peter Benger & Theodore Chan	<input type="checkbox"/>
3	Wednesday, 15 June 2011	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
4	Wednesday, 22 June 2011	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
5	Wednesday, 29 June 2011	7.00pm to 9.30pm	Choy Kah Kin	<input type="checkbox"/>
6	Wednesday, 06 July 2011	7.00pm to 9.30pm	Yap Kin Fung & Ho Swee Sun	<input type="checkbox"/>
7	Wednesday, 13 July 2011	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
8	Wednesday, 20 July 2011 Thursday, 21 July 2011	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
9	Wednesday, 27 July 2011	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
10	Wednesday, 03 August 2011	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
11	Wednesday, 10 August 2011	7.00pm to 9.30pm	Lim Choon Keang	<input type="checkbox"/>
11A	Wednesday, 17 August 2011	7.00pm to 9.30pm	Eng Yew Hoon	<input type="checkbox"/>
12	Wednesday, 24 August 2011	7.00pm to 9.30pm	Foo Leoh Chay Hong Chin Kim Hong & Low Giau Leong & Chan Yew Kwong	<input type="checkbox"/>
13	Wednesday, 31 August 2011 Monday, 05 September 2011	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
14	Wednesday, 07 September 2011	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
15	Wednesday, 14 September 2011	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
16	Wednesday, 21 September 2011	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
17	Wednesday, 28 September 2011	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
18	Wednesday, 05 October 2011	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
19	Wednesday, 12 October 2011	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
20	Wednesday, 19 October 2011 Monday, 24 October 2011	7.00pm to 9.30pm	Lim Choon Keang	<input type="checkbox"/>
21	Thursday, 27 October 2011	7.00pm to 9.30pm	Kwan Cheng Fai	<input type="checkbox"/>
22	Wednesday, 02 November 2011	7.00pm to 9.30pm	Raymond Chan	<input type="checkbox"/>
23	Wednesday, 09 November 2011 / Monday, 24 October 2011 Tuesday, 01 November 2011	7.00pm to 9.30pm	Larry Ng	<input type="checkbox"/>
24	Wednesday, 16 November 2011 Thursday, 03 November 2011	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>

** Pls fax / return this page together with your Registration Form to SIA



WSQ - SIA Architectural Practice Course 2011
Individual Participant taking full course in Yr 2011
[opt for Workforce Development Agency (WDA) subsidy]
 (Applicable to 1st time PPE candidate and Individual Participant)



Architectural Practice Course fee

COURSE FEE (Full payment to be made)

(inclusive of 7% GST)

Pls tick

☐

SIA Member (SIA M)

\$ 2,000.00*

☐

Non Member (NM)

\$ 2,500.00*

COURSE FEE (After subsidy)

(inclusive of 7% GST)

SIA Member (SIA M)

\$ 600.00^

Non Member (NM)

\$ 1,100.00^

NOTE:

The above subsidized from the Singapore Workforce Development Agency (WDA) is available to participants of the WSQ - SIA Architectural Practice Course conditional to the following:

Conditions for applying WDA Course Fees Subsidy

1. Participant must be **Singapore Citizen** or **Singapore Permanent Resident**.
2. Payment of **Full Course Fee*** upon registration.
3. To attain **80%** attendance of this course prior to eligible to sit for the Assessment Examination set by SIA.
4. **Pass a formal Assessment Examination** set and administered by SIA (consist of written assessment and oral questioning) and attain the WSQ-SIA Statement of Attainments in Architectural Practice. (This examination and qualification is independent and separate from the Professional Practice Examination set by the Board of Architects, Singapore)
5. Participants who have successfully completed the course and pass the **Assessment Examination** set by SIA will be given equivalent education **recognition**.
6. Participant need to obtain **a Letter of Undertaking** from their **respective employer** saying that upon attaining the WSQ-SOAs, the employee will be given enhanced recognition in terms of promotion and/or receive salary increment.

7. PPE candidate is also eligible for this subsidy, provided they fulfill the above-mentioned conditions. However, if the candidate opt for this subsidy, he/she will not be eligible to apply for the reimbursement by the Board of Architects, Singapore.
8. **Reimbursement:** The subsidy will only be reimbursed upon successful completion of the full course and issue of the WSQ-SIA Statement of Attainments in Architectural Practice Course. Candidates who fail the Assessment Examination conducted by SIA will not be entitled to this subsidy.

Firm should 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.

* Full course payment has to be made upon registration. WDA subsidy of \$1,400.00 will only be reimbursed subjected to the fulfilling of the conditions above.

^ Upon successful obtaining WDA subsidy, this will be the total course fee payable for successful completion of the WSQ-SIA Architectural Practice Course (subjected to the fulfilling of the conditions above).

Acknowledgement

Name of Firm _____
 Address _____

I, _____ (Name of Principal/Director) acknowledge and will abide to the above terms and conditions, am applying for financial subsidy for the following staff:

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

Tel: _____ HP: _____

Fax: _____ Email: _____

Signature : _____

*. The reimbursement is subjected to Singapore Workforce Development Agency (WDA) the' terms and condition. Course fees paid are non-refundable under all circumstances.



SIA - Architectural Practice Course 2011
Individual participant taking selected session(s) only
 (Applicable to any Individual Participant who is not taking examination)

Architectural Practice Course fee

COURSE FEE (Individual Sessions)*

(inclusive of 7% GST)

Pls tick

<input type="checkbox"/>	Examination Candidate (EC)	\$ 70.00
<input type="checkbox"/>	SIA Member (SIA M)	\$ 70.00
<input type="checkbox"/>	BOA Registered Architects/ CIJC Member (BOA/CIJC M)	\$ 90.00
<input type="checkbox"/>	Non Member (NM)	\$ 110.00

NOTE:

1. Individual participant can register for any session(s).
2. The session(s) attending in 2011 have to be clearly indicated in the registration form (Appendix C page 2). In the event of absence, course fees paid are non-refundable under all circumstances.

Individual Registration for Individual Session(s)

Architectural Practice Course 2011

Appendix C (Page 2)

Name: _____ Tel (office): _____ (mobile): _____ E-mail: _____
 (Please underline Surname) Once sessions are confirmed, it cannot be changed

Session No.	Date	Time	Tutor	Attending in Yr 2011 (Please tick ✓)
INTRO	Friday, 27 May 2011	7.00pm to 9.30pm	Larry Ng	<input type="checkbox"/>
1	Wednesday, 01 June 2011	7.00pm to 9.30pm	Choy Kah Kin	<input type="checkbox"/>
2	Wednesday, 08 June 2011	7.00pm to 9.30pm	Darren Peter Benger & Theodore Chan	<input type="checkbox"/>
3	Wednesday, 15 June 2011	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
4	Wednesday, 22 June 2011	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
5	Wednesday, 29 June 2011	7.00pm to 9.30pm	Choy Kah Kin	<input type="checkbox"/>
6	Wednesday, 06 July 2011	7.00pm to 9.30pm	Yap Kin Fung & Ho Swee Sun	<input type="checkbox"/>
7	Wednesday, 13 July 2011	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
8	Wednesday, 20 July 2011 Thursday, 21 July 2011	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
9	Wednesday, 27 July 2011	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
10	Wednesday, 03 August 2011	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
11	Wednesday, 10 August 2011	7.00pm to 9.30pm	Lim Choon Keang	<input type="checkbox"/>
11A	Wednesday, 17 August 2011	7.00pm to 9.30pm	Eng Yew Hoon	<input type="checkbox"/>
12	Wednesday, 24 August 2011	7.00pm to 9.30pm	Foo Leoh Chay Hong Chin Kim Hong & Low Giau Leong & Chan Yew Kwong	<input type="checkbox"/>
13	Wednesday, 31 August 2011 Monday, 05 September 2011	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
14	Wednesday, 07 September 2011	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
15	Wednesday, 14 September 2011	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
16	Wednesday, 21 September 2011	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
17	Wednesday, 28 September 2011	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
18	Wednesday, 05 October 2011	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
19	Wednesday, 12 October 2011	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
20	Wednesday, 19 October 2011 Monday, 24 October 2011	7.00pm to 9.30pm	Lim Choon Keang	<input type="checkbox"/>
21	Thursday, 27 October 2011	7.00pm to 9.30pm	Kwan Cheng Fai	<input type="checkbox"/>
22	Wednesday, 02 November 2011	7.00pm to 9.30pm	Raymond Chan	<input type="checkbox"/>
23	Wednesday, 09 November 2011 / Monday, 24 October 2011 Tuesday, 01 November 2011	7.00pm to 9.30pm	Larry Ng	<input type="checkbox"/>
24	Wednesday, 16 November 2011 Thursday, 03 November 2011	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>

** Pls fax / return this page together with your Registration Form to SIA

Schedules for Architectural Practice Course 2011

(Schedule(s) is/are subjected to change with or without prior notice)

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	Friday, May 27, 2011 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	Wednesday, June 01, 2011 Choy Kah Kin
	SESSION 2		
	4 Fee Calculator		Wednesday, June 08, 2011 Darren Peter Bengier
	5. Preparation of Fee Proposal and Service Agreement 6. 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	Theodore Chan
	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		

Stage/Objective	Subject	Scope	Date / Tutor
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 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, June 15, 2011 Theodore Chan
	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	Wednesday, June 22, 2011 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	Wednesday, June 29, 2011 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	Wednesday, July 06, 2011 Yap Kin Fung & Ho Swee Sun
Cross Reference to Current Syllabus for PPE: 9.1.2: Singapore Statutes relevant To Architectural Profession			

Stage/Objective	Subject	Scope	Date / Tutor
C. Outline Proposal (Determine outline layout, design and construction approach, 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	Wednesday, July 13, 2011 Darren Peter Benger
	SESSION 8		
	2. Develop schematic design proposal options	4. Minimum design output content of an outline concept: • structural grid • layout plans • sections • finishes • cost estimates 5. Conduct of Internal & External Design Reviews to ensure compliance to Client's Requirements & Design Brief	Thursday, July 21, 2011 Darren Peter Benger [Change from 20 Jul to 21 Jul]
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 : • 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	Wednesday, July 27, 2011 Darren Peter Benger

Stage/Objective	Subject	Scope	Date / Tutor
D. Planning Submission <Continue>	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 3. Submissions Presentation of plan for DC to URA, Development Control Division	Wednesday, August 03, 2011 Darren Peter Benger
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 2. Tech Dept. Guidelines and Plan Approval Procedure at Building Plan Clearance Stage	1. Contents of BP Submission Plans 2. Advance the development of the design proposal for Building Plan Submission purposes incorporating: • compliances to URA Provisional Permission conditions and Written Directions • corresponding revised cost estimates 3. Building Control, Regulations and Guidelines of Various Tech. Depts	Wednesday, August 10, 2011 Lim Choon Keang
	SESSION 11A		
	1. Fire Safety & Security	1. Fire Safety Act 2. Roles and responsibilities of Registered Inspectors 3. RI Regulations 4. Ventilation and Smoke Control System 5. Means of Escape 6. Structural Fire Precautions 7. Building Works Inspection Produces 8. Fire Protection System/Ventilation System Inspection Produces 9. Inspecting Building Fire Safety works - RI Experience	Wednesday, August 17, 2011 Eng Yew Hoon
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)	Wednesday, August 24, 2011 Foo-Looh Chay Hong Chin Kim Hong & Low Giau Leong & Chan Yew Kwong
Cross Reference to Current Syllabus for PPE: 9.1.5: Building Control Act, Codes, Regulations, Requirements of BCA Various Tech. Departments			

Stage/Objective	Subject	Scope	Date / Tutor
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	Monday, September 05, 2011 Theodore Chan [Change from 31 Aug to 05 Sept]
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	Wednesday, September 07, 2011 Theodore Chan
Cross Reference to Current Syllabus for PPE: 9.2.8: Project Management at Design-Drawing Production Stage			

Stage/Objective	Subject	Scope	Date / Tutor
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		Wednesday, September 14, 2011 Eugenie Lip
	1. Tender Documentation and Action	1. Pre-qualification of Tenderers. 2. Licensing of Builders Regime. 3. Typical Construction Procurement Approaches. 4. Tender Documentation and Process: • Structure of Contents. • Tender Deposits. • Issuing Tender Addenda. • Opening Tender Offers. 5. Tender Action: • Evaluation and Interviews. • Report and Recommendation 6. Letters of Acceptance and Letters of Intent	
	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)		Wednesday, September 21, 2011 Wednesday, September 28, 2011 Wednesday, October 05, 2011 Wednesday, October 12, 2011 Eugenie Lip
	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, Liquidated Damages and Claims for Loss and Expense 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. Key Differences between PSSCOC and SIA Forms of Contract. 16. Case Studies.	
	Cross Reference to Current Syllabus for PPE: 9.2.5: Building Contract – Contract Administration Issues		

Stage/Objective	Subject	Scope	Date / Tutor
M. Procurement of TOP/CSC (To obtain TOP-CSC)	SESSION 20		
	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, October 24, 2011 Lim Choon Keang [Change from 19 Oct to 24 Oct]
N. Maintenance Period / Defects Liability O. Closing-Out of Project	SESSION 21		
	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	Thursday, October 27, 2011 Kwan Cheng Fai
P. Miscellaneous Related Acts & Statutes	Cross Reference to Current Syllabus for PPE: 9.2.6: Building Contract – Post Contract Administration Issues		
	SESSION 22		
	1. Housing and Developers Act		Wednesday, November 02, 2011 Raymond Chan

Stage/Objective	Subject	Scope	Date / Tutor
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	Tuesday, November 01, 2011 Larry Ng [Change from 09 Nov/24 Oct to 01 Nov]
	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	Thursday, November 03, 2011 Darren Peter Bengner [Change from 16 Nov to 03 Nov]