

Architectural Practice Course 2012

May – Oct 2012

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 NRIC, Passport / please underline Surname)

NRIC No / FIN No: _____

Nationality: _____
(Singaporean / Singapore Permanent Resident / Others)

Date of Birth: ____ / ____ / ____ Gender: M / E

Organization: _____

Office Address: _____
(Pls indicate Home Address only if Office Address is not applicable)

_____ S ()

Tel: _____ Fax: _____

HP: _____

Email: _____

Taking PPE in 2012 / 2013 / Not taking PPE
(pls circle accordingly)

**All the above fields are mandatory.*

Complete the below if applicable :

[] SIA Membership # _____ [] BOA Reg # _____

[] CIJC (Pls specify Institution) _____

[] Non-member

****Priority will be given to 1st time PPE Candidate/1st time applicant who will be accepted upon receipt of registration form and payment to SIA. Registration by fax/email 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 valid CPD Hours for its members.



BAE
PROGRAMME

Singapore Institute of Architects (SIA)
Presents

Architectural Practice Course 2012 (APC 2012)

Session Date : Please see attached schedule
Session Time : 7.00pm – 9.30pm , Registration and light refreshments starts at 6.30pm
Session Venue : Singapore Institute of Architects
SIA Theatre - Level 1
79 Neil Road Singapore 088904

Please choose only one of the below box. Please complete and return this **Registration Form** together with **one of the chosen Appendix** by the deadline stipulated below.

☐ Appendix A (page 1-3): 1st time PPE Candidate taking examination in Yr 2012 or 2013 / Continuation of APC 2012 for partial APC taken in Yr 2011 [opt for Board of Architects' reimbursement]
Deadline: 16 May 2012

☐ Appendix B (page 1-2): Trainee taking full APC in Yr 2012 [opt for Singapore Workforce Development Agency (WDA) subsidy]
Deadline: 16 May 2012

☐ Appendix C (page 1-2): Individual Participant taking selected session(s) only
Deadline: At least 1 week before session date



PAYMENT OPTIONS

Cheque Payment and Cash/Bank Order only

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 and course title on the back of the cheque.](#)

Please mail Receipt to:

Address: _____

[SAP Code: 2APC-4201015-001]

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 Individual 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.

BAE PROGRAMME

SINGAPORE INSTITUTE OF ARCHITECTS

2012/025/MS/JT



Architectural Practice Course 2012
1st time PPE Candidate taking examination in Yr 2012 or 2013 /
Continuation of APC 2012 for partial APC taken in Yr 2011
[opt for Board of Architects' reimbursement]
 (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)	\$ 1,800.00 (1 st time applicant in Yr 2012)
<input type="checkbox"/>	Examination Candidate (EC)	N. A. (Full course fee paid in 2011-Taking remaining sessions in 2012)
<input type="checkbox"/>	SIA Member (SIA M)	\$ 1,800.00
<input type="checkbox"/>	BOA Registered Architects/ CIJC Member (BOA/CIJC M)	\$ 2,400.00
<input type="checkbox"/>	Non Member (NM)	\$ 3,000.00

NOTE:

- 1) The Board of Architects, Singapore has endorsed this Architectural Practice Course.
- 2) 1st time PPE Candidate (i.e. those taking their 1st PPE in 2012 or 2013) is required to attain **75%** attendance of this course within a maximum period of 2 years to be eligible to sit for the PPE.
- 3) 1st time PPE Candidate (**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 the candidate attain **75%** attendance within a maximum period of 2 years (For completed course candidates only). In addition, to be eligible for this 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*** (payable by individual or organization) upon registration in 2012, regardless intending to sit for 2012 or 2013 PPE examinations.
 - (b) For full course registration, the attendance must be completed in 2012 for 1st time PPE examination candidate taking 2012 or 2013 PPE examination. The **75%** attendance rate will be calculated based on attendance in 2012.
 - (c) For partial course registration, the attendance can be completed partially in 2012 and balance in 2013 for 1st time PPE examination candidate taking 2013 PPE examination. The sessions to be attended in 2012 have to be clearly indicated in the APC 2012 registration form (Appendix A page 3). In the event of absence, replacement for the 'absence' session(s) in 2012 to be attended in 2013 will be chargeable under all circumstances. The balance sessions to be attended in 2013 to be forwarded to SIA when the APC 2013 registration form is available in 2013. The **75%** attendance rate will be calculated based on the total attendance in 2012 & 2013.

4) PPE Candidate has to 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. BOA's reimbursement will be issued to candidate directly (not to organization).

5) PPE candidate who opt for the Board of Architect's Professional Practice Exam reimbursement will not be eligible to apply for the WDA subsidy.

6) Application forms to be submitted to SIA office for registration: (1) Registration Form - Page 1, (2) Appendix A – Page 1 to 3, (3) Cheque (for new applicant)

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 **S\$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.*

Architectural Practice Course 2012 - PPE's Registration for Session(s) attending in Yr 2012

Appendix A (Page 3 of 3)

Name: _____ Tel (office): _____ (mobile): _____ E-mail: _____

(Please underline Surname)

Once sessions are selected here, it cannot be changed under all circumstances

Session No.	Date	Time	Tutor	Attending in Yr 2012 (Please tick ✓)
Intro	Wednesday, 23 May, 2012	7.00pm to 9.30pm	Larry Ng	<input type="checkbox"/>
1	Wednesday, 30 May, 2012	7.00pm to 9.30pm	Choy Kah Kin	<input type="checkbox"/>
2	Wednesday, 6 Jun, 2012 Monday, 11 Jun, 2012	7.00pm to 9.30pm	Darren Peter Benger / Theodore Chan	<input type="checkbox"/>
3	Tuesday, 12 June, 2012	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
4	Friday, 15 June, 2012	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
5	Wednesday, 20 June, 2012	7.00pm to 9.30pm	Choy Kah Kin	<input type="checkbox"/>
6	Wednesday, 27 June, 2012	7.00pm to 9.30pm	Richard Soon / Ho Swee Sun	<input type="checkbox"/>
7	Tuesday, 3 July, 2012	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
8	Wednesday, 11 July, 2012	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
9	Tuesday, 17 July, 2012	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
10	Thursday, 19 July, 2012	7.00pm to 9.30pm	Lau Ching Yu (URA)	<input type="checkbox"/>
11	Wednesday, 25 July, 2012	7.00pm to 9.30pm	Lim Choon Keang	<input type="checkbox"/>
11A	Wednesday, 1 August, 2012	7.00pm to 9.30pm	Eng Yew Hoon	<input type="checkbox"/>
12A	Wednesday, 8 August, 2012	7.00pm to 9.30pm	Chin Kim Hong (BCA) / Low Giau Leong (BCA)	<input type="checkbox"/>
12B	Wednesday, 15 August, 2012	7.00pm to 9.30pm	Chan Yew Kwong (MOM)	<input type="checkbox"/>
13	Tuesday, 21 August, 2012	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
14	Thursday, 23 August, 2012	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
15	Wednesday, 29 August, 2012	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
16 (Pt 1)	Wednesday, 5 September, 2012	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
17 (Pt 2)	Wednesday, 12 Sept, 2012 Tuesday, 18 Sept, 2012	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
18 (Pt 3)	Wednesday, 19 September, 2012	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
19A (Pt 4)	Tuesday, 25 September, 2012	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
19B (Pt 5)	Thursday, 27 September, 2012	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
20	Wednesday, 3 Oct, 2012 Monday, 24 Sept, 2012	7.00pm to 9.30pm	Lim Choon Keang	<input type="checkbox"/>
21	Wednesday, 10 October, 2012	7.00pm to 9.30pm	Kwan Cheng Fai	<input type="checkbox"/>
22	Wednesday, 17 Oct, 2012 Thursday, 18 Oct, 2012	7.00pm to 9.30pm	Raymond Chan	<input type="checkbox"/>
23	Wednesday, 24 Oct, 2012 Monday, 22 Oct, 2012	7.00pm to 9.30pm	Larry Ng	<input type="checkbox"/>
24	Tuesday, 30 October, 2012	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>

* Subject to change



WSQ - SIA Architectural Practice Course 2012
Trainee taking full APC in Yr 2012
[opt for Singapore Workforce Development Agency
(WDA) subsidy]



<u>Architectural Practice Course fee</u>				
COURSE FEE (Full payment to be made)		(inclusive of 7% GST)		
		Full Fee	WDA Subsidy	Nett Fee (after Subsidy)
Pls tick				
<input type="checkbox"/>	SIA Member (SIA M)	\$ 2,000.00*	\$ 1,400.00	\$ 600.00^
<input type="checkbox"/>	Non Member (NM)	\$ 2,500.00*	\$ 1,400.00	\$ 1,100.00^

NOTE:

The above subsidy from the Singapore Workforce Development Agency (WDA) is available to trainee of the WSQ - SIA Architectural Practice Course conditional to the below. There are limited places based on first-come-first-served basis, subjected to fulfilment of application requirements.

Conditions for applying WDA Course Fees Subsidy

- 1) Trainee must be **Singapore Citizen** or **Singapore Permanent Resident**.
- 2) Trainee must possess a **Recognized University degree**.
- 3) Payment of **Full Course Fee*** (payable by individual or organization) upon registration and attend all sessions in Yr 2012.
- 4) Trainee is required to attain **80%** attendance of this course in Yr 2012 prior to be eligible to sit for the Assessment Examination set by SIA.
- 5) Trainee need to **pass a formal Assessment Examination** set and administered by SIA (consist of a written and oral assessment) 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)
- 6) Trainee who have successfully completed the course and pass the **Assessment Examination** set by SIA will be given equivalent education **recognition**.
- 7) Trainee must 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 wider job responsibility, and/or promotion, and/or receive salary increment.
- 8) PPE candidate is also eligible for this subsidy, provided they fulfill the above-mentioned conditions. However, if the PPE candidate opt for this subsidy, the candidate will not be eligible to apply for the reimbursement by the Board of Architects, Singapore.

- 9) **Reimbursement:** The subsidy (issued to payer) 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.
- 10) **Application forms to be submitted to SIA office for registration: (1) Registration Form - Page 1, (2) Appendix B – Page 1 to 2, (3) Photocopy of NRIC (front copy only), (4) Photocopy of Degree Certificate, (5) Undertaking Letter from Company, (6) Acknowledgement Slip, (6) Cheque**

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 net 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 2012
Individual Participant taking selected session(s) only
 (Applicable to any Individual Participant)

<u>Architectural Practice Course fee</u>	
COURSE FEE (Individual Sessions)*	(inclusive of 7% GST)
<small>Pls tick</small>	
<input type="checkbox"/> Examination Candidate (EC)	\$ 85.00
<input type="checkbox"/> SIA Member (SIA M)	\$ 85.00
<input type="checkbox"/> BOA Registered Architects/ CIJC Member (BOA/CIJC M)	\$ 100.00
<input type="checkbox"/> Non Member (NM)	\$ 130.00

NOTE:

- 1) Any individual participant can register for any session(s).
- 2) The session(s) attending in 2012 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.
- 3) **Application forms to be submitted to SIA office for registration: (1) Registration Form - Page 1, (2) Appendix C – Page 1 to 2, (3) Cheque**

Architectural Practice Course 2012 - Individual Participant Registration for Individual Session(s)

Appendix C (Page 2 of 2)

Name: _____ Tel (office): _____ (mobile): _____ E-mail: _____

(Please underline Surname)

Once sessions are selected here, it cannot be changed under all circumstances

Session No.	Date	Time	Tutor	Attending in Yr 2012 (Please tick ✓)
Intro	Wednesday, 23 May, 2012	7.00pm to 9.30pm	Larry Ng	<input type="checkbox"/>
1	Wednesday, 30 May, 2012	7.00pm to 9.30pm	Choy Kah Kin	<input type="checkbox"/>
2	Wednesday, 6 Jun, 2012 Monday, 11 Jun, 2012	7.00pm to 9.30pm	Darren Peter Benger / Theodore Chan	<input type="checkbox"/>
3	Tuesday, 12 June, 2012	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
4	Friday, 15 June, 2012	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
5	Wednesday, 20 June, 2012	7.00pm to 9.30pm	Choy Kah Kin	<input type="checkbox"/>
6	Wednesday, 27 June, 2012	7.00pm to 9.30pm	Richard Soon / Ho Swee Sun	<input type="checkbox"/>
7	Tuesday, 3 July, 2012	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
8	Wednesday, 11 July, 2012	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
9	Tuesday, 17 July, 2012	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>
10	Thursday, 19 July, 2012	7.00pm to 9.30pm	Lau Ching Yu (URA)	<input type="checkbox"/>
11	Wednesday, 25 July, 2012	7.00pm to 9.30pm	Lim Choon Keang	<input type="checkbox"/>
11A	Wednesday, 1 August, 2012	7.00pm to 9.30pm	Eng Yew Hoon	<input type="checkbox"/>
12A	Wednesday, 8 August, 2012	7.00pm to 9.30pm	Chin Kim Hong (BCA) / Low Giau Leong (BCA)	<input type="checkbox"/>
12B	Wednesday, 15 August, 2012	7.00pm to 9.30pm	Chan Yew Kwong (MOM)	<input type="checkbox"/>
13	Tuesday, 21 August, 2012	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
14	Thursday, 23 August, 2012	7.00pm to 9.30pm	Theodore Chan	<input type="checkbox"/>
15	Wednesday, 29 August, 2012	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
16 (Pt 1)	Wednesday, 5 September, 2012	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
17 (Pt 2)	Wednesday, 12 Sept, 2012 Tuesday, 18 Sept, 2012	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
18 (Pt 3)	Wednesday, 19 September, 2012	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
19A (Pt 4)	Tuesday, 25 September, 2012	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
19B (Pt 5)	Thursday, 27 September, 2012	7.00pm to 9.30pm	Eugenie Lip	<input type="checkbox"/>
20	Wednesday, 3 Oct, 2012 Monday, 24 Sept, 2012	7.00pm to 9.30pm	Lim Choon Keang	<input type="checkbox"/>
21	Wednesday, 10 October, 2012	7.00pm to 9.30pm	Kwan Cheng Fai	<input type="checkbox"/>
22	Wednesday, 17 Oct, 2012 Thursday, 18 Oct, 2012	7.00pm to 9.30pm	Raymond Chan	<input type="checkbox"/>
23	Wednesday, 24 Oct, 2012 Monday, 22 Oct, 2012	7.00pm to 9.30pm	Larry Ng	<input type="checkbox"/>
24	Tuesday, 30 October, 2012	7.00pm to 9.30pm	Darren Peter Benger	<input type="checkbox"/>

* Subject to change

Course Outline for Architectural Practice Course 2012

(Date(s) is/are subjected to change with prior notice)

Stage/Objective	Subject	Scope	Date / Tutor
Examination Logistics	INTRODUCTORY SESSION		Wednesday, 23 May, 2012
	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	Larry Ng
A. Inception (Prepare general outline of requirements and plan future action)	SESSION 1		Wednesday, 30 May, 2012
	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	Choy Kah Kin
	SESSION 2		Wednesday, 6 June, 2012
	4. Fee Calculator		Monday, 11 June, 2012 Darren Peter Benger
	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		Tuesday, 12 June, 2012
	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	Theodore Chan
B. Feasibility <Continued>	SESSION 4		Friday, 15 June, 2012
	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	Theodore Chan
	SESSION 5		Wednesday, 20 June, 2012
	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	Choy Kah Kin
	SESSION 6		Wednesday, 27 June, 2012
	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	Richard Soon 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 approach, execute URA Outline Planning Submission)	SESSION 7		Tuesday, 3 July, 2012
	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	Darren Peter Benger

Stage/Objective	Subject	Scope	Date / Tutor
C. Outline Proposal <Continued>	SESSION 8		Wednesday, 11 July, 2012
	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	Darren Peter Benger
	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		Tuesday, 17 July, 2012
	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	Darren Peter Benger
	SESSION 10		Thursday, 19 July, 2012
	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	Lau Ching Yu

Stage/Objective	Subject	Scope	Date / Tutor
E. Building Plan Submission (Execute Building Plan Submission to BCA and other relevant Tech. Depts)	SESSION 11		Wednesday, 25 July, 2012 Lim Choon Keang
	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	
	SESSION 11A		Wednesday, 1 August, 2012 Eng Yew Hoon
	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	
F. Green Mark and WHS	SESSION 12A		Wednesday, 8 August, 2012
	1. Green Mark, Buildable Design, Sustainable Construction	1. Buildable Design (BCA)	Chin Kim Hong
		2. Sustainable Construction & Green Mark (BCA)	Low Giau Leong
	SESSION 12B		Wednesday, 15 August, 2012
	2. Workplace Health & Safety	3. Design For Safety (MOM)	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		Tuesday, 21 August, 2012
	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	Theodore Chan
I. Site Administration (To administer site operations through to substantial completion.)	SESSION 14		Thursday, 23 August, 2012
	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	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, 29 August, 2012
	1. Tender Documentation and Action	1. Pre-qualification of Tenderers 2. Licensing of Builders and Constructability Score Regime 3. Typical Construction Procurement Approaches 4. Tender Documentation and Process: <ul style="list-style-type: none"> • Structure of Contents • Tender Deposits • Issuing Tender Addenda • Opening Tender Offers 5. Tender Action: <ul style="list-style-type: none"> • Evaluation and Interviews • Report and Recommendation 6. Letters of Acceptance and Letters of Intent	Eugenie Lip
L. Contract Admin (To administer the contract operations through to substantial completion.)	SESSION 16, 17, 18, 19A & 19B (Part 1 to Part 5)		Wednesday, 5 September, 2012
	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	Wednesday, 12 September, 2012 Tuesday, 18 September, 2012 Wednesday, 19 September, 2012 Tuesday, 25 September, 2012 Thursday, 27 September, 2012 Eugenie Lip
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		Wednesday, 3 October, 2012
	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, 24 September, 2012 Lim Choon Keang
N. Maintenance Period / Defects Liability O. Closing-Out of Project	SESSION 21		Wednesday, 10 October, 2012
	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	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		Wednesday, 17 October, 2012
	1. Housing and Developers Act		Thursday, 18 October, 2012 Raymond Chan
Q. Professional Maturity	SESSION 23		Wednesday, 24 October, 2012
	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	Monday, 22 October, 2012 Larry Ng
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		Tuesday, 30 October, 2012
	1. Model Answers	1. From past year questions	Darren Peter Benger