

Architectural Practice Course 2013

(APC 2013)

The Architectural Practice Course (APC) aims to prepare and equip candidates for the Professional Practice Examination (PPE). It is a mandatory training programme for candidates enrolling for the Board of Architect's PPE. The curriculum is specifically planned and designed to integrate theoretical principles with practice knowledge. The syllabus is based on a cross between the current PPE syllabus and the tutors' real life experience and knowledge.

The course comprises twenty-eight evening classes and is run on weekly basis with a total duration of 70 hours. The candidates are required to attend all the sessions as each session is designed to prepare and equip them for the PPE.

While APC is customised mainly for PPE candidates, it is also useful and suitable for architects who wish to update and refresh themselves on the latest development in professional knowledge.

The Institute is WDA's Approved Training Organization (ATO) since Year 2011 under the Singapore Workforce Skills Qualification System (WSQ) to deliver stipulated training and/or assessment services as well as funding for WDA participants. WSQ-SIA APC is one of the courses which are accredited by WSQ and the Institute has successfully completed its 1st cohort in 2010, 2nd cohort in 2011 and 3rd cohort in 2012.

Singapore Institute of Architects (SIA)

The Singapore Institute of Architects is a professional organization established in 1963 with the objective to promote the architectural profession and the built environment in Singapore. The Institute is the sole representative for architectural profession in Singapore.

The Institute's Mission is "To champion excellence in architecture and the built environment" and our vision is to see "Singapore as an Architecture Capital".

The management of the affairs of the Institute is the responsibility of an elected Council, comprising 21 members, one of whom is appointed by the Board of Architects, Singapore, as an ex-officio member. There are 6 office bearers, who are responsible collectively for the administration and financial matters of the Institute.

Singapore Workforce Development Agency (WDA)

The Singapore Workforce Development Agency (WDA) enhances the competitiveness of our workforce by encouraging workers to learn for life, and advance with skills. This will in turn help our companies compete, and strengthen our economy.

In today's workplace, most jobs require knowledge as well as skills, which include the right attitude for the job, foundational and technical competencies. Many employers therefore look for and value workers with the right skills to do the job. Hence, WDA's role is to develop and strengthen skills-based training for adult workers to upgrade and advance in their careers and lives, over and above academic upgrading pathways.

To achieve this, WDA is developing a Continuing Education and Training (CET) infrastructure under the CET Masterplan, announced by the Prime Minister in February 2008. We work with many partners, including employers, industry associations, the Union and training organisations, to develop skills-based training that are relevant to industries, accessible and open to all in the workforce – young and old, from rank and file to professionals and executives.

A key initiative under the Masterplan is to continue to strengthen the Workforce Skills Qualifications (WSQ) system as a national credentialing system for skills. WSQ is relevant to and recognised by industry, embraces adult learning principles, and provides means and pathway to help all workers learn for life, and advance with skills.

For more information, please contact SIA (**Ms Jacey Tay**):

Tel: (65) 6226 2668

Fax: (65) 6226 2663

Email: bae@sia.org.sg

Organised by:



Accredited by:



COURSE DETAIL

Course : Architectural Practice Course 2013 (APC 2013)
 Period : May 2013 – Oct 2013 (please refer attached schedule for actual date of each session)
 Time : 7.00PM - 9.30PM per session (registration will start from 6.30pm onwards with refreshment)
 Venue : Singapore Institute of Architects, SIA Theatre Level 1 (79 Neil Road, Singapore 088904)

Please fax / email the completed registration form to Ms Jacey Tay:

Tel: (65) 6226 2668

Fax: (65) 6226 2663

Email: bae@sia.org.sg

And follow up with Cheque / Singapore Bank Draft to Singapore Institute of Architects.

Cheque / Singapore Bank Draft

Bank/Chq # : _____ Amt S\$: _____

Local Cheque (must be drawn in Singapore) should be crossed and made payable to "Singapore Institute of Architects".

Mail to SIA address:

Singapore Institute of Architects

79B Neil Road, S

Please indicate y

REGISTRATION IS CLOSED

Please tick only ☐ **Annex** by the deadline stipulate

☐

Annex A :

1st time PPE Candidate taking examination in Yr 2013 or 2014 / Continuation of APC 2013 for partial APC taken in Yr 2012 [opt for Board of Architects' reimbursement]

Deadline: 22 May 2013

☐

Annex B :

Trainee taking full APC in Yr 2013 [opt for Singapore Workforce Development Agency (WDA) subsidy]

Deadline: 22 May 2013

☐

Annex C :

Individual Participant taking selected session(s) only

Deadline: At least 1 week before session date

Applicant's Detail

Name: _____

(as in NRIC, Passport / please underline Surname)

NRIC No / FIN No: _____

Nationality: _____

(Singaporean / Singapore Permanent Resident or Others (pls specify country))

Date of Birth: ____ / ____ / ____

Gender: M / F

Organization: _____

Office Address: _____ S ()

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

Please mail Receipt to: _____ S ()

(Pls indicate if different from the above address)

Email: _____

Tel: _____ Fax: _____ HP: _____ Taking PPE in: 2013 / 2014 / Not taking PPE

(pls circle accordingly)

**All the above fields are mandatory.*

Complete the below if applicable only :

[] 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 CPD 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.

Cheque payment for this activity **should not be** combined with payment for other SIA events/courses. Fees paid are non-refundable under all circumstances.

Refund and replacement is not allowed under all circumstances.

1st time PPE Candidate taking examination in Yr 2013 or 2014 / Continuation of APC 2013 for partial APC taken in Yr 2012 [opt for Board of Architects' reimbursement]

(Reimbursement applicable to 1st time PPE Candidates only)

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 new applicant in Yr 2013) |
| <input type="checkbox"/> Examination Candidate (EC) | N. A. (Applicant full course fee paid in 2012, taking remain sessions in 2013) |
| <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"/> N | |

NOTE:

- The Board of Architects, Singapore will reimburse the course fee to all PPE Candidates who enjoy to all
- 1st time PPE Candidate (i.e. those taking their 1st PPE in 2013 or 2014) is required to attain **75%** attendance of this course within a maximum period of 2 years to be eligible to sit for the PPE.
- 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:
 - Payment of **Full Course Fee*** (payable by individual or organization) upon registration in 2013, regardless intending to sit for 2013 or 2014 PPE examinations.
 - For full course registration, the attendance must be completed in 2013 for 1st time PPE examination candidate taking 2013 or 2014 PPE examination. The **75%** attendance rate will be calculated based on attendance in 2013.
 - For partial course registration, the attendance can be completed partially in 2013 and balance in 2014 for 1st time PPE examination candidate taking 2014 PPE examination. The sessions to be attended in 2013 have to be clearly indicated in the APC 2013 registration form (Annex A page 1). In the event of absence, replacement for the 'absence' session(s) in 2013 to be attended in 2014 will be chargeable under all circumstances. The balance sessions to be attended in 2014 to be forwarded to SIA when the APC 2014 registration form is available in 2014. The **75%** attendance rate will be calculated based on the total attendance in 2013 & 2014.
- 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).
- PPE candidate who opt for the Board of Architect's Professional Practice Exam reimbursement will not be eligible to apply for the WDA subsidy.
- Application forms to be submitted to SIA office for registration: (1) Registration Form, (2) Annex A (2 pages), (3) Acknowledgement Reply, (4) Cheque (applicable 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 Reply

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

Full Name: _____ NRIC No : _____
(Please underline surname)

Home Address: _____ S()

Tel: _____ HP: _____

Fax: _____ Email: _____

Signature : _____

Architectural Practice Course 2013 - PPE Registration for Session(s) attending in Yr 2013

Name: _____

Tel (office): _____

REGISTRATION IS CLOSED

Circumstances

Session	Date	Tutor	Attending in Yr 2013 (Please tick ✓)
Introductory	Tuesday, 28 May, 2013	Larry Ng	
1	Tuesday, 4 June, 2013	Choy Kah Kin	
2	Tuesday, 11 June, 2013 Thursday, 13 June, 2013	Darren Peter Benger / Theodore Chan	
3	Tuesday, 18 June, 2013	Theodore Chan	
4	Wednesday, 19 June, 2013	Theodore Chan	
5	Tuesday, 25 June, 2013	Choy Kah Kin	
6	Tuesday, 2 July, 2013	Richard Soon / Ho Swee Sun	
7	Tuesday, 9 July, 2013	Darren Peter Benger	
8	Tuesday, 16 July, 2013	Darren Peter Benger	
9	Wednesday, 17 July, 2013	Darren Peter Benger	
10	Tuesday, 23 July, 2013	Ng Mui Choo	
11	Tuesday, 30 July, 2013	Lim Choon Keang	
11A	Friday, 13 September, 2013	Eng Yew Hoon	
12A	Tuesday, 13 August, 2013	Chin Kim Hong (BCA) / June Bek (BCA)	
12B	Tuesday, 20 August, 2013	Chan Yew Kwong (MOM)	
13	Wednesday, 21 August, 2013	Theodore Chan	
14	Tuesday, 27 August, 2013	Theodore Chan	
15	Tuesday, 3 September, 2013	Eugenie Lip	
16 (Pt 1)	Tuesday, 10 September, 2013	Eugenie Lip	
17 (Pt 2)	Tuesday, 17 September, 2013	Eugenie Lip	
18 (Pt 3)	Wednesday, 18 September, 2013	Eugenie Lip	
19A (Pt 4)	Tuesday, 24 September, 2013	Eugenie Lip	
19B (Pt 5)	Tuesday, 1 October, 2013	Eugenie Lip	
20	Tuesday, 8 October, 2013 Tuesday, 29 October, 2013	Lim Choon Keang	
21	Wednesday, 16 October, 2013	Richard Lai	
22	Tuesday, 22 October, 2013 Wednesday, 30 October, 2013	Raymond Chan	
23	Wednesday, 23 October, 2013	Larry Ng	
24	Tuesday, 29 October, 2013 Wednesday, 06 November, 2013	Darren Peter Benger	

Generally the dates for all sessions are in sequence, except Session 11A.

**Candidates will be informed of any change/amendment on the date of the session accordingly, if any.

Trainee taking full APC in Yr 2013 [opt for Singapore Workforce Development Agency (WDA) subsidy]

COURSE FEE (Full payment to be made)		(inclusive of 7% GST)		
<u>Pls tick</u>				
<input type="checkbox"/>	SIA Member (SIA M)	Full Fee \$ 2,000.00*	WDASubsidy \$ 1,400.00	Nett Fee (after Subsidy) \$ 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 a Singapore Citizen or Permanent Resident.
2. Trainee must be employed by a firm registered with the Board of Architects, Singapore.
3. Payment of course fee must be made in full before registration.
4. Trainee is required to attend the course with an attendance of at least 80% (based on the examination set by SIA (80% attendance)).
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). A briefing will be conducted before the written assessment.
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, (2) Annex B (2 pages), (3) Photocopy of NRIC (front copy only), (4) Photocopy of Degree Certificate, (5) Undertaking Letter from Company, (6) Acknowledgement Reply, (6) Cheque.**

Firm should acknowledge the above terms and conditions by completing the "Acknowledgement Reply" 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 Reply

Name of Firm _____

Office Address _____ S()

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: _____ NRIC No : _____
(Please underline surname)

Tel: _____ HP: _____

Fax: _____ Email: _____

Signature : _____

WSQ- SIA Architectural Practice Course 2013 – WDA Trainee Registration for all Sessions attending in Yr 2013

Name: _____

Tel (office): _____

REGISTRATION IS CLOSED

Session	Date	Tutor	All Sessions to be attended in Yr 2013
Introductory	Tuesday, 28 May, 2013	Larry Ng	✓ (only applicable if you are also PPE candidate)
1	Tuesday, 4 June, 2013	Choy Kah Kin	✓
2	Tuesday, 11 June, 2013 Thursday, 13 June, 2013	Darren Peter Benger / Theodore Chan	✓
3	Tuesday, 18 June, 2013	Theodore Chan	✓
4	Wednesday, 19 June, 2013	Theodore Chan	✓
5	Tuesday, 25 June, 2013	Choy Kah Kin	✓
6	Tuesday, 2 July, 2013	Richard Soon / Ho Swee Sun	✓
7	Tuesday, 9 July, 2013	Darren Peter Benger	✓
8	Tuesday, 16 July, 2013	Darren Peter Benger	✓
9	Wednesday, 17 July, 2013	Darren Peter Benger	✓
10	Tuesday, 23 July, 2013	Ng Mui Choo	✓
11	Tuesday, 30 July, 2013	Lim Choon Keang	✓
11A	Friday, 13 September, 2013	Eng Yew Hoon	✓
12A	Tuesday, 13 August, 2013	Chin Kim Hong (BCA) / June Bek (BCA)	✓
12B	Tuesday, 20 August, 2013	Chan Yew Kwong (MOM)	✓
13	Wednesday, 21 August, 2013	Theodore Chan	✓
14	Tuesday, 27 August, 2013	Theodore Chan	✓
15	Tuesday, 3 September, 2013	Eugenie Lip	✓
16 (Pt 1)	Tuesday, 10 September, 2013	Eugenie Lip	✓
17 (Pt 2)	Tuesday, 17 September, 2013	Eugenie Lip	✓
18 (Pt 3)	Wednesday, 18 September, 2013	Eugenie Lip	✓
19A (Pt 4)	Tuesday, 24 September, 2013	Eugenie Lip	✓
19B (Pt 5)	Tuesday, 1 October, 2013	Eugenie Lip	✓
20	Tuesday, 8 October, 2013 Tuesday, 29 October, 2013	Lim Choon Keang	✓
21	Wednesday, 16 October, 2013	Richard Lai	✓
22	Tuesday, 22 October, 2013 Wednesday, 30 October, 2013	Raymond Chan	✓
23	Wednesday, 23 October, 2013	Larry Ng	✓
24	Tuesday, 29 October, 2013 Wednesday, 06 November, 2013	Darren Peter Benger	✓ (only applicable if you are also PPE candidate)

Generally the dates for all sessions are in sequence, except Session 11A.

**Candidates will be informed of any change/amendment on the date of the session accordingly, if any.

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

COURSE FEE (Individual Session)	(inclusive of 7% GST)
Pls tick	
<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

2. Singapore I Candidates

3. The session course fees

4. Application forms to be submitted to SIA office for registration: (1) Registration Form, (2) Annex C (2 pages), (3) Cheque.
- by to all PPE
- of absence,
- REGISTRATION IS CLOSED



Architectural Practice Course 2013 – Individual Participant Registration for Individual Session(s)

Name: _____

Tel (office): _____

REGISTRATION IS CLOSED

Circumstances

Session	Date	Tutor	Attending in Yr 2013 (Please tick ✓)
Introductory	Tuesday, 28 May, 2013	Larry Ng	
1	Tuesday, 4 June, 2013	Choy Kah Kin	
2	Tuesday, 11 June, 2013 Thursday, 13 June, 2013	Darren Peter Benger / Theodore Chan	
3	Tuesday, 18 June, 2013	Theodore Chan	
4	Wednesday, 19 June, 2013	Theodore Chan	
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8	Tuesday, 16 July, 2013	Darren Peter Benger	
9	Wednesday, 17 July, 2013	Darren Peter Benger	
10	Tuesday, 23 July, 2013	Ng Mui Choo	
11	Tuesday, 30 July, 2013	Lim Choon Keang	
11A	Friday, 13 September, 2013	Eng Yew Hoon	
12A	Tuesday, 13 August, 2013	Chin Kim Hong (BCA) / June Bek (BCA)	
12B	Tuesday, 20 August, 2013	Chan Yew Kwong (MOM)	
13	Wednesday, 21 August, 2013	Theodore Chan	
14	Tuesday, 27 August, 2013	Theodore Chan	
15	Tuesday, 3 September, 2013	Eugenie Lip	
16 (Pt 1)	Tuesday, 10 September, 2013	Eugenie Lip	
17 (Pt 2)	Tuesday, 17 September, 2013	Eugenie Lip	
18 (Pt 3)	Wednesday, 18 September, 2013	Eugenie Lip	
19A (Pt 4)	Tuesday, 24 September, 2013	Eugenie Lip	
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20	Tuesday, 8 October, 2013 Tuesday, 29 October, 2013	Lim Choon Keang	
21	Wednesday, 16 October, 2013	Richard Lai	
22	Tuesday, 22 October, 2013 Wednesday, 30 October, 2013	Raymond Chan	
23	Wednesday, 23 October, 2013	Larry Ng	
24	Tuesday, 29 October, 2013 Wednesday, 06 November, 2013	Darren Peter Benger	

Generally the dates for all sessions are in sequence, except Session 11A.

**Candidates will be informed of any change/amendment on the date of the session accordingly, if any.

Course Outline for Architectural Practice Course 2013

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

Stage/Objective	Subject	Scope	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	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	Choy Kah Kin
	SESSION 2		
	4. Fee Calculator 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	Darren Peter Benger 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	Tutor
B. Feasibility (Provide Client with appraisal and recommend form of project, ensuring technical and functional feasibility)	SESSION 3		Theodore Chan
	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	
B. Feasibility <Continued>	SESSION 4		Theodore Chan
	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	
	SESSION 5		Choy Kah Kin
	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	
	SESSION 6		Richard Soon Ho Swee Sun
	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	
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		Darren Peter Benger
	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	

Stage/Objective	Subject	Scope	Tutor
C. Outline Proposal <Continued>	SESSION 8		Darren Peter Benger
	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	
	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		Darren Peter Benger
	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	
	SESSION 10		Ng Mui Choo
	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	

Stage/Objective	Subject	Scope	Tutor
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.	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	Eng Yew Hoon
F. Green Mark and WHS	SESSION 12A		
	1. Green Mark, Buildable Design, Sustainable Construction	1. Buildable Design (BCA)	Chin Kim Hong June Bek
		2. Sustainable Construction & Green Mark (BCA)	
	SESSION 12B		
	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	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		Theodore Chan
	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	
I. Site Administration (To administer site operations through to substantial completion.)	SESSION 14		Theodore Chan
	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	
Cross Reference to Current Syllabus for PPE: 9.2.8: Project Management at Design-Drawing Production Stage			

Stage/Objective	Subject	Scope	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		Eugenie Lip
	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	
L. Contract Admin (To administer the contract operations through to substantial completion.)	SESSION 16, 17, 18, 19A & 19B (Part 1 to Part 5)		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	Tutor
M. Procurement of TOP/CSC (To obtain TOP-CSC)	SESSION 20		Lim Choon Keang
	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	
N. Maintenance Period / Defects Liability O. Closing-Out of Project	SESSION 21		Richard Lai
	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	
	Cross Reference to Current Syllabus for PPE: 9.2.6: Building Contract – Post Contract Administration Issues		
P. Miscellaneous Related Acts & Statutes	SESSION 22		Raymond Chan
	1. Housing and Developers Act		
Q. Professional Maturity	SESSION 23		Larry Ng
	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	
	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		Darren Peter Benger
	1. Model Answers	1. From past year questions	