

# Architectural Practice Course 2016 (APC 2016)

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-nine evening classes and is run on weekly basis with a total duration of 72.5 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 a provider for WDA participants. WSQ-SIA APC is one of the courses which are accredited by WSQ and the Institute has successfully conducted 6 cohorts since 2010.

## Singapore Institute of Architects (SIA)

The Singapore Institute of Architects (SIA) is a professional organization established in 1961 and subsequently registered 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.

## 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.

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

Tel: (65) 6226 2668

Fax: (65) 6226 2663

Email: [bae@sia.org.sg](mailto:bae@sia.org.sg)

Organised by:



Certifiable Course approved by WDA



SINGAPORE  
WORKFORCE SKILLS  
QUALIFICATIONS

CPD PROGRAMME: 2016/037/MS/JT

GST REG. NO.: M9-0001281-J  
G.N. No. 565 in Gazette No. 27

# Architectural Practice Course 2016

## REGISTRATION UNDER PPE Candidate OR Individual Participant

### Course Fee

	<b>Full Course Fee</b> <i>(fee inclusive of GST)</i>	<b>Individual Session Fee</b> <i>(fee inclusive of GST)</i>
<b>SIA Member</b>	\$ 2,000.00	\$ 100.00 per session
<b>Non SIA Member</b>	\$ 3,000.00	\$ 200.00 per session

**For 1st time PPE Candidate taking examination in Yr 2016 or 2017 / Continuation of APC 2016 for partial APC taken in Yr 2015 (opt for Board of Architects' reimbursement), please take note of the below:**  
(Reimbursement applicable to 1st time PPE Candidates only)

### NOTE:

1. The Board of Architects, Singapore has endorsed this Architectural Practice Course.
2. 1<sup>st</sup> time PPE Candidate (i.e. those taking their 1<sup>st</sup> PPE in 2016 or 2017) is required to attain **75%** attendance of this course (22 classes out of 29 classes) within a maximum period of 2 years (2016 to 2017) to be eligible to sit for the PPE.
3. 1<sup>st</sup> 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 2016, regardless intending to sit for 2016 or 2017 PPE examinations.
  - (b) For full course registration, the attendance must be completed in 2016 for 1<sup>st</sup> time PPE examination candidate taking 2016 or 2017 PPE examination. The **75%** attendance rate will be calculated based on attendance in 2016.
  - (c) For partial course registration, the attendance can be completed partially in 2016 and balance in 2017 for 1<sup>st</sup> time PPE examination candidate taking 2017 PPE examination. The sessions to be attended in 2016 have to be clearly indicated in the APC 2016 Course Schedule form (Page 12). **In the event of absence, replacement for the 'absence' session(s) in 2016 to be attended in 2017 will be chargeable under all circumstances.** The balance sessions to be attended in 2017 to be forwarded to SIA when the APC 2017 registration form is available in 2017. The **75%** attendance rate will be calculated based on the total attendance in 2016 & 2017.
5. 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).
  6. PPE candidate who opt for the Board of Architect's Professional Practice Exam reimbursement will not be eligible to apply for the WDA subsidy.
  7. **Application forms to be submitted to SIA office for registration: (1) Registration Form** (page 11), **(2) Course Schedule Form** (page 12), **(3) Cheque** (applicable for new applicant only).

# **WSQ-SIA Architectural Practice Course 2016**

**(Certifiable Course approved by WDA – PME Level Course)**

## **REGISTRATION UNDER WDA Funding for this Programme**

### **Course Fee**

	<b>Full Course Fee</b> <i>(fee inclusive of GST)</i>
<b>SIA Member</b>	\$ 2,000.00
<b>Non SIA Member</b>	\$ 3,000.00

**Funding\*** is by Singapore Workforce Development Agency (WDA) under Certifiable Course approved by WDA.

**Only company-sponsored individuals will be eligible for WDA funding and subjected to terms and conditions, details of WDA's approved accredited course fee grant and absentee payroll claims. Funding will be disbursed by WDA to sponsor company directly if trainees pass the assessment.**

It is required of sponsored company to register for funding with Skillsconnect 30 days before/after commencement of course upon enrolment accepted by SIA.

**There are limited places based on first-come-first-served basis, subjected to fulfilment of below application requirements.**

### **Eligibility and Conditions Tied to Funding**

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 organization) upon registration and attend all the sessions in Yr 2016.
4. Trainee is required to attain **80%** attendance of this course (21 classes out of 26 classes) in Yr 2016 prior to be eligible to sit for the Assessment Examination set by SIA (calculation of 80% attendance does not include Introductory Session, Session 23B & Session 24, which is applicable for PPE candidate only).
5. Trainee need to **pass a formal Assessment Examination** set and administered by SIA (consist of a written assessment and an oral clarification). 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** will be given equivalent education recognition (WSQ-SIA Statement of Attainments from WDA and Certificate of Attainment from SIA).
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. **Application forms to be submitted to SIA office for registration: (1) Registration Form** (page 11), **(2) Course Schedule Form** (page 12), **(3) Photocopy of NRIC**, **(4) Photocopy of Degree Certificate**, **(5) Undertaking Letter from Company**, **(6) Company Cheque**.

Useful links:

Funding for Employer-Based Training at this link (<http://www.wda.gov.sg/content/wdaweb/L102-ForEmployers/L223E-007EmployerBasedFund.html>)

Companies apply for training grant at this link (<https://www.skillsconnect.gov.sg/web/guest/applyfortraininggrant>)

Full list of functions for companies at this link ([https://www.skillsconnect.gov.sg/web/guest/employers\\_landing](https://www.skillsconnect.gov.sg/web/guest/employers_landing))

More help on SkillsConnect issues at this link (<https://www.skillsconnect.gov.sg/web/guest/faq/overview>)

\* WDA funding is computed based on the lower course fee amount. This course is not eligible for SkillsFuture Credit.

## Course Outline for Architectural Practice Course 2016

Stage/Objective	Subject	Scope	Tutor
<b>Examination Logistics</b>	<b>INTRODUCTORY SESSION</b>		<b>Larry Ng</b>
	1. Log Book / Case Study 2. Attitude towards Professional Practice	1. Requirements 2. Guidance on how to prepare a well-documented Log Book and Case Study 3. Roles of Candidate, Supervisor and Advisor 4. Emphasis on Critical Thinking and Application of Knowledge 5. Professional Maturity and Integrity 6. Emphasis on expectations of Oral Examination	
<b>A. Inception</b> (Prepare general outline of requirements and plan future action)	<b>SESSION 1</b>		<b>Choy Kah Kin</b>
	1. Chronological Overview of Architectural Practice Procedures 2. Establishing the Preliminary Requirements of the Client 3. Establish Scope of Services required	1. Development of An Architectural Design Brief 2. Asking the relevant questions 3. Developing a thorough Checklist 4. Learn to guide and prompt the Client in the right direction	
	<b>SESSION 2</b>		<b>Darren Peter Benger</b>
	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	<b>Theodore Chan</b>
	<b>Cross Reference to Current Syllabus for PPE:</b> 9.1.1: Architect's Act 9.2.1: Architect's Rules, Professional Conduct & Ethics 9.2.2: Relevant SIA Publications 9.2.9: Related Industries, Form's of Architectural Practices, Office Administration and Management		
<b>B. Feasibility</b> (Provide Client with appraisal and recommend form of project, ensuring technical and functional feasibility)	<b>SESSION 3</b>		<b>Theodore Chan</b>
	1. Establish Overall Development Master Schedule	1. Various forms of Master Development Schedule 2. Identifying Critical Path Elements that make up the Schedule 3. Factoring-in authorities approvals, critical client's deadlines and other contingencies 4. Procedure, Flow-Chart for procuring Authorities Approvals	

Stage/Objective	Subject	Scope	Tutor
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  Stephen Wong & Max Shea
	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"><li>• structural grid</li><li>• layout plans</li><li>• sections</li><li>• finishes</li><li>• cost estimates</li></ul> 5. Conduct of Internal & External Design Reviews to ensure compliance to Client's Requirements & Design Brief	
	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"><li>• compliances to Outline Provisional Permission conditions</li><li>• compliance to final brief and user requirements</li><li>• corresponding revised cost estimates</li></ul> 3. Present Client with Planning Submission design proposal for review and obtain approval to proceed to with Formal Planning Submission for WP 4. Planning Submission Flow, Procedure, Implications and Guidelines 5. Development Control, Regulations and Guidelines of Various Tech. Depts. 6. Outline Planning Application & Other DC Stage Submissions 7. Contents of DC Submission Plans	
	SESSION 10		
	2. Tech Dept. Guidelines and Plan Approval Procedure at Planning Submission Stage	1. Development Control, Regulations and Guidelines of URA 2. Outline Planning Application & Other Development Application Submissions 3. Presentation of plan for DC to URA, Development Control Division	Yang Phik Vern (URA)



Stage/Objective	Subject	Scope	Tutor
<b>E. Building Plan Submission</b> (Execute Building Plan Submission to BCA and other relevant Tech. Depts.)	<b>SESSION 11</b>		<b>Lim Choon Keang</b>
	1. Preparing for and Executing Building Plan Submission To BCA and Tech. Depts.  2. Tech Dept. Guidelines and Plan Approval Procedure at Building Plan Clearance Stage	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.	
	<b>SESSION 11A</b>		<b>Eng Yew Hoon</b>
	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	
<b>F. Green Mark and WHS</b>	<b>SESSION 12A</b>		<b>Chin Kim Hong (BCA)</b> <b>Benjamin Towell (BCA)</b>
	1. Green Mark, Buildable Design, Sustainable Construction	1. Buildable Design (BCA)  2. BCA Green Mark (BCA)	
	<b>SESSION 12B</b>		<b>Chan Yew Kwong</b>
	2. Workplace Health & Safety	3. Design For Safety (MOM)	
	<b>Cross Reference to Current Syllabus for PPE:</b> 9.1.5: Building Control Act, Codes, Regulations, Requirements of BCA Various Tech. Departments		
<b>G. Detail Design</b> (Obtain final decision on every matter related to design, specifications, construction and cost.)  <b>H. Product Information</b> ( Prepare working drawings and other production information, make final detailed decisions to enable full documentation of design)	<b>SESSION 13</b>		<b>Theodore Chan</b>
	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 Specifications and Detail Drawings 3. Compliance with Building & Tech. Dept. requirements 4. Review with Client-Consultant Team 5. Prepare schedule of production information required to fully document the design 6. Schedule of Drawings, Finishes, Doors & Windows 7. Details Ironmongery etc 8. Specification Writing 9. Review with Client-Consultant Team	

Stage/Objective	Subject	Scope	Tutor
<b>I. Site Administration</b> (To administer site operations through to substantial completion.)	<b>SESSION 14</b>		<b>Theodore Chan</b>
	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	
	<b>Cross Reference to Current Syllabus for PPE:</b> 9.2.8: Project Management at Design-Drawing Production Stage		
<b>J. Tender Conditions</b> (Prepare and complete all information and arrangements for obtaining tender)  <b>K. Tender Action</b> (Inviting bonafide tender,evaluation of submitted tenders, award of Tender)	<b>SESSION 15</b>		<b>Eugenie Lip</b>
	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: • 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	



Stage/Objective	Subject	Scope	Tutor
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		
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		Arthur Loh
	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		

Stage/Objective	Subject	Scope	Tutor
P. Miscellaneous Related Acts & Statutes	SESSION 22		Raymond Chan
	1. Housing and Developers Act		
Q. Professional Maturity	SESSION 23A		Larry Ng
	1. Architects Acts, Rules and the Code of Professional Conduct and Ethics	1. Highlight pertinent clauses on Architects Act, Rules and Codes	
	2. Multi-Corporate Practice	2. Review of past disciplinary cases and learning points for architects	
		3. Setting up of architectural firms or corporations	
	SESSION 23B		Ashvinkumar S/O Kantilal
	3. Managing an Architectural Practice	4. Overview and insights into Managing an Architectural Practice	
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 Bengner
	1. Model Answers	1. From past year questions	

# Registration Form

GST REG. NO.: M9-0001281-J  
G.N. No. 565 in Gazette No. 27

Course : Architectural Practice Course 2016 (APC 2016)  
Period : 1 June – 25 October 2016 (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 light refreshment)  
Venue : Singapore Institute of Architects, SIA Theatre - Level 3 (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](mailto:bae@sia.org.sg)

[EDU]

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 registration form and cheque to:

**Singapore Institute of Architects**  
79B Neil Road, Singapore 088904

Please indicate your name, company and course date/title on the back of the cheque.

**You are applying this course as** (Please tick ( ✓ ) one of the below box)

☐

PPE candidate

☐

Individual Participant

☒

WDA Trainee

## Full Course Registration

(Closing deadline: 23 May 2016)

[ ✓ ]	Category	Course Fee (fee inclusive of GST)	Membership No.
	2015 Applicant	N.A.	SIA No. if any: [                      ]
	SIA Member	\$ 2,000.00	SIA No.: [                      ]
	Non SIA Member	\$ 3,000.00	BOA No. if any: [                      ]

## Individual Session Registration

(Closing deadline: at least 1 week before session)

	SIA Member	\$ 100.00 per session	SIA No.: [                      ]
	Non SIA Member	\$ 200.00 per session	BOA No. if any: [                      ]

Please tick ( ✓ ) one of the above category box.

Kindly complete and return this **Registration Form** together with your **Course Schedule** by the stipulated deadline.

## Applicant's Detail

Name: \_\_\_\_\_ NRIC No / FIN No: \_\_\_\_\_  
(as in NRIC, Passport / please underline Surname)

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender: M / F  
(Singaporean / Singapore PR or Others (pls specify country) )

Organization: \_\_\_\_\_

Office Address: \_\_\_\_\_ S (                      )

Please mail Receipt to: \_\_\_\_\_ S (                      )  
(Pls indicate address if different from Office Address)

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ HP: \_\_\_\_\_ Taking PPE: 2016 / 2017 / Not taking PPE  
(pls circle accordingly)

**\*\*Priority will be given to continuation of APC 2015 applicants & candidates taking PPE 2016, who will be accepted upon receipt of registration form and payment. Other applicants are subject to seats availability. Registration is confirmed by email upon receipt of payment only. Seats are limited on a first-come-first-serve basis. SIA reserves the right to make modifications to the terms and conditions without prior notice.**

**Fees paid are non-refundable and replacement/change of session is not allowed under all circumstances after registration is confirmed.**

# APC 2016 – Course Schedule Form

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

If you are registering for **ALL 29 classes** of APC 2016, please tick in this box

☐

If you are registering for **APC 2016 partially**, please tick the session(s) below.

*\* Once sessions are selected, no changes is allowed under any circumstances.*

Session	Date (7.00pm to 9.30pm)	Tutor	Pls tick (✓)
<b>Introductory</b>	Wednesday, 1 June, 2016	Larry Ng	
<b>1</b>	Tuesday, 7 June, 2016	Choy Kah Kin	
<b>2</b>	Tuesday, 14 June, 2016	Darren Peter Benger / Theodore Chan	
<b>3</b>	Tuesday, 21 June, 2016	Theodore Chan	
<b>4</b>	Wednesday, 22 June, 2016	Theodore Chan	
<b>5</b>	Tuesday, 28 June, 2016	Choy Kah Kin	
<b>6</b>	Wednesday, 29 June, 2016	Richard Soon / Stephen Wong & Max Shea	
<b>7</b>	Tuesday, 12 July, 2016	Darren Peter Benger	
<b>8</b>	Wednesday, 13 July, 2016	Darren Peter Benger	
<b>9</b>	Tuesday, 19 July, 2016	Darren Peter Benger	
<b>10</b>	Tuesday, 26 July, 2016	Yang Phik Vern	
<b>11</b>	Tuesday, 2 August, 2016	Lim Choon Keang	
<b>11A</b>	Wednesday, 3 August, 2016	Eng Yew Hoon	
<b>12A</b>	Wednesday, 10 August, 2016	Chin Kim Hong / Benjamin Towell	
<b>12B</b>	Tuesday, 16 August, 2016	Chan Yew Kwong	
<b>13</b>	Tuesday, 23 August, 2016	Theodore Chan	
<b>14</b>	Tuesday, 30 August, 2016	Theodore Chan	
<b>15</b>	Wednesday, 31 August, 2016	Eugenie Lip	
<b>16 (Part 1)</b>	Tuesday, 6 September, 2016	Eugenie Lip	
<b>17 (Part 2)</b>	Tuesday, 13 September, 2016	Eugenie Lip	
<b>18 (Part 3)</b>	Tuesday, 20 September, 2016	Eugenie Lip	
<b>19A (Part 4)</b>	Wednesday, 21 September, 2016	Eugenie Lip	
<b>19B (Part 5)</b>	Tuesday, 27 September, 2016	Eugenie Lip	
<b>20</b>	Tuesday, 4 October, 2016	Lim Choon Keang	
<b>21</b>	Tuesday, 11 October, 2016	Arthur Loh	
<b>22</b>	Wednesday, 12 October, 2016	Raymond Chan	
<b>23A</b>	<del>Tuesday, 18 October, 2016</del> Monday, 17 October, 2016	Larry Ng	
<b>23B</b>	Wednesday, 19 October, 2016	Ashvinkumar S/O Kantilal	
<b>24</b>	Tuesday, 25 October, 2016	Darren Peter Benger	

There are a total of 29 classes with some sessions split into Part A & B. Pls also note that Session 23B is a new topic starting from 2016 onwards.