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Circular No.: 2016/052/MS/JT

To: ACES / ACES-IES-JAC / SIA / BOA / CIJC Members

SIA DESIGN FOR SAFETY PROFESSIONALS (DfSP) COURSE 2016 (re-run)

We are pleased to inform you of SIA forthcoming Design for Safety Professionals (DfSP) Course 2016 (re-run).

Singapore Institute of Architects (SIA) is an Accredited Training Provider approved by the Ministry of Manpower to conduct DfSP course where suitable learners upon successful completion would be able to function as Design for Safety Professional (previously known as Design for Safety Coordinator) for construction projects.

OVERVIEW

This Competency Requirements document specifies the performance criteria, underpinning knowledge and range and context for the design, training and assessment of the Design for Safety for Professionals Course. Learners of this course will gain the knowledge and skills for fulfilling the roles of the construction Design for Safety Professional (DfS Professional) in accordance with the WSH (DfS) Regulations.

Note:

The WSH (Design for Safety) Regulations enacted on 10 July 2015 and will be enforced from 1 August 2016 onwards where Design Professionals are appointed after the effective date.

OBJECTIVES

Upon completion of this unit, Learners will have the skills and knowledge to function as a DfS Professional which purposes to:

- Assist the Developer to identify and address means to eliminate or mitigate the risks inherent in the design of a construction project through conducting DfS review meetings and maintaining a DfS register so as to reduce the safety and health risks during the construction, maintenance / repair phase, and demolition of the building and structure; and
- Coordinate the flow of the construction project safety and health risks information among the stakeholders from the design stage, to construction stage until the handover to the Developer for occupation and maintenance.

LEARNING OUTCOMES

The skill and knowledge learnt during this course are likely to be applied in the following activities:

- Facilitate DfS Review Meeting that involves the relevant stakeholders to identify and address safety and health risks associated with construction project.
- Maintain records of safety and health issues arising from the DfS Review Meeting and actions taken.
- Coordinate the flow of relevant safety and health information among all stakeholders of a construction project at appropriate time.

ASSUMED KNOWLEDGE AND SKILLS

As persons taking up the roles of DfS Professional are likely to be experienced professionals in the construction industry, they would have possessed certain qualifications, knowledge and experiences needed for the DfS Professional roles. To recognise the prior learning of the Learners in the course, and for more efficient delivery of the curriculum, it is expected that Learners possess the following assumed knowledge and skills, which will not be covered in this course:

- Building design and construction operations
- Building and construction processes
- Legal and statutory requirements associated with building and construction
- Basic safety and health issues associated with construction operations
- Written and oral communication, presentation, facilitation and problem solving skills

It is assumed that learners are familiar with the following materials prior to attending this course:

- Workplace Safety and Health Act
- WSH (DfS) Regulations
- ACOP for DfS
- Workplace Safety and Health Act Subsidiary Legislations, including:
 - WSH (Risk Management) Regulations
 - WSH (Construction) Regulations

REFERENCES AND READING MATERIALS

The following are useful references and reading materials. These are relevant knowledge which will not be, or only briefly covered during the course. Learners who have prior knowledge and understanding of these materials will find it beneficial in following the course and meeting the assessment requirements.

Code of Practice on WSH Risk Management

https://www.wshc.sg/files/wshc/upload/cms/file/CodeOfPractice_RiskManagement_SecondRevision.pdf

TARGET AUDIENCE

This will be relevant to the following persons who would like to undertake the role of a Design for Safety Professional:

- Designer
- Architect
- Project Manager
- Professional Engineer
- Surveyors
- Other Professionals

RELEVANT EXPERIENCE AND QUALIFICATION

Learners should have reasonable exposure in safety and health for construction, and

- ✓ Be registered Professional Engineer with the Professional Engineers Board (PEB), or registered Architect with the Board of Architects (BOA) Singapore, with practising certificate;

OR

- ✓ Have 10 years relevant experience in the design (at least 5 years in design which includes contributions to designs, writing specifications) and the supervision of the construction of structures, and degree accepted by PEB or BOA, or construction-related degree accepted by the Singapore Institute of Surveyors and Valuers (SISV) or Society of Project Managers (SPM).

**Due to stringent requirements in enrollment, applicants are required to submit their application and relevant supporting documents earlier for our assessment.*

COURSE ASSESSMENTS

All course learners are required to complete an assessment session at the end of the course. The table below indicates the different types of assessment required:

Assessment	Assessment Method	Assessment Duration	Remarks
Assessment 1	Multiple Choice Questions (MCQ)	30 min	He/she scores at least 70% for Assessment 1 (MCQ)
Assessment 2	Written Report (WR)	Submit within 12 weeks upon completion of classroom training	Must Satisfy the assessment criteria for Assessment 2, where a Learner must address at least 75% of the requirements for each question. This is an individual project to be completed outside the course schedule. Report to be submitted in full.

CERTIFICATION

Learners will be issued with a Certificate of Attendance upon meeting 100% of the required course attendance. Only learner assessed competence in Assessment 1 will be invited to submit the project report for Assessment 2. Certificate of Competency will be issued only if learners are assessed to be competent in Assessment 2.

TRAINER PROFILE



Mr Darren Benger

Darren received his Bachelor of Architecture degree with First Class Honours from the University Of Adelaide, Australia in 1995, and registered with the Board of Architects, Singapore in 2001. Since 1996 Darren has resided in Singapore, and he is currently a Director of ATA Architects Pte Ltd.

Darren Benger is a Council member of SIA, and Chairperson of the SIA WSH Committee. He was delegated the task to represent SIA in the DfS Regulations Taskforce (as formed by WSH Council). Aside from the main taskforce assembly, Darren sits on two of the taskforce's work groups: (i) the legislation drafting group, and (ii) the competency and capability group. This involvement is on the back of representing SIA in the WSH Council's WSH (Construction & Landscaping) Committee and its DfS Sub-committee in which Darren actively participated in implementation and review of the 'Guidelines on Design for Safety in Buildings and Structures'. Darren is also a Trainer for the DfS Coordinator course. He thus has insights into the purposes and intents of the DfS Regulations, and will endeavour to share with his fellow architects his thoughts on the background, pitfalls and good practice approaches to DfS under the new Regulations.

Darren has contributed to the BOA/SIA Architectural Practice Course as a speaker/tutor since 2008, and in the building contracts module of the Architectural Practice course for the National University of Singapore - School of Architecture since 2009.

Darren attained accreditation from WSH Council as a Trainer for the DfS Coordinator Course after participating in the inaugural 'train-the-trainers' course in 2009.

PROGRAMME DETAILS

Date	Time	Session
Day 1	08:30	Arrival & Registration
	09:00	Introduction, overall objectives and content of the course
	09:30	Importance of Design for Safety Legal and Statutory Requirements
	10:00	Tea Break (light refreshment provided)
	10:15	Legal and Statutory Requirements
	11:00	Basic concepts in WSH Risk Assessment
	12:00	Lunch Break (not provided)
	13:00	Duties and Responsibilities
	13:20	Design Review Process
	14:20	Safety and Health Risk Considerations for Design Review
	15:00	Tea Break (light refreshment provided)
	15:15	Hazard Identification Tools
	15:30	Learning Activity 1
	16:45 – 17:00	Summary of Day 1
Day 2	08:30	Arrival & Registration
	09:00	Recap key learning points in day 1
	09:15	Preparation for Design Review
	09:45	Conducting the Design Review: ways to encourage participation
	10:15	Tea Break (light refreshment provided)
	10:30	Safety and Health Risk Register
	11:00	Documentation, Monitor and Review of Safety & Health Risk Register
	11:30	Coordination and Communication of Safety and Health Information
	12:00	Lunch Break (not provided)
	13:00	Learning Activity 2: Key learning points from case study
	15:15	Tea Break (light refreshment provided)
	15:30	Guide 3 - Summary of Day 2
	16:00	Requirements and expectation of Assessments
	16:15	Course Evaluation
	16:30 – 17:00	Assessment 1

COURSE DETAILS

Date: **28 & 29 July 2016 (Thu & Fri)**
 Time: **9.00 am to 5.00 pm**
 Lunch: 12.00 noon to 1.00 pm (not provided)
 2 Tea Breaks: 10.15 am to 10.30 am and 3.15 pm to 3.30 pm
 Venue: SIA Theatre Level 3 (79B Neil Road, Singapore 088904)
 Closing Date: 04 July 2016
 Class Size: Minimum 10 (*Organiser reserves the right to cancel or postpone the course due to low enrolments*)
 Points: **6 CPD by BOA-SIA; 11 PDU by PE Board; 4 STU by ACES-IES JAC**

COURSE FEES

Only company sponsored employee will be entitled to WDA funding







SIA / CIJC Members : S\$ 856 (include GST)
 * **After WDA Funding – Nett Fee for SME/Individual ≥ 40yrs old :** S\$ 150 est (exclude GST)
 Non-members : S\$1,070 (include GST)
 * **After WDA Funding – Nett Fee for SME/Individual ≥ 40yrs old :** S\$ 350 est (exclude GST)

*** WDA FUNDING** [*for reference only, please find out more details from WDA website*]

[WDA Course Code: CRS-N-0027418]

With effect from 1 October 2015, WDA has introduced new fundings available to subsidise course fees for certifiable courses approved by WDA, which includes the “Design for Safety for Professionals” Course. With the new fundings, SMEs that sponsor Singapore Citizens and Permanent Residents for the DfS for Professional Course (regarded as PME course) could receive course fee subsidy of up to 90%, subject to capping at \$50/hour. Self-sponsored Singapore citizens at or above 40 years old could also receive the same level of course subsidy of up to 90%, subject to capping at \$50/hour. This is summarised by the chart below:

Summary of WDA Course Fee Subsidies (Effective 1 October 2015)

Eligible Courses	All Singapore Citizens and Permanent Residents	Small and Medium Enterprises (SME) - sponsored Singapore Citizens and Permanent Residents ²	Singapore Citizens aged ≥ 40 years ³	Singapore Citizens aged ≥ 35 years and earning ≤ \$1,900/month ⁴
Certifiable Courses approved by WDA	\$17/hr Up to 80%, capped at \$17/hour for Rank and File level courses 	\$25/hr Up to 90%, capped at \$25/hour for Rank and File level courses 	\$25/hr Up to 90%, capped at \$25/hour for Rank and File level courses 	95%
	\$15/hr Up to 50%, capped at \$15/hour for PME courses 	\$50/hr Up to 90%, capped at \$50/hour for PME courses 	\$50/hr Up to 90%, capped at \$50/hour for PME courses 	

For example, assuming a course fee of \$1000 for 13 hours of training, this would work out to \$77/hour. With the cap of \$50/hour imposed by WDA, the SME or individual can claim \$50/hour x 13 hours which works out to \$650 (65% of total course fee). However, if the course fee is \$800, the fee rate works out to \$800/13 = \$62. The cap of \$50/hour still applies. In this case, while the member still can claim subsidy of \$50/hour x 13 hours = \$650, the subsidy works out to \$650/\$800 x 100% = 81% of the course fee.

ENQUIRIES

For Enquiry (Ms Jacey Tay):

Tel : (65) 6226 2668

Fax : (65) 6226 2663

Email : dfsp@sia.org.sg

Opening Hours: Mon to Fri: 9.30 am to 6.00 pm

Closed on Sat, Sun & Public Holidays

APPLICATION

You will need the following information to fill in the form:

- Your NRIC / Employment Pass / Work Permit / Passport
- Your employer's contact

Please read the following notes carefully.

1. Applicants are advised to read the instructions carefully before completing this form.
2. Please submit your completed application form to:

Singapore Institute of Architects

79B Neil Road, Singapore 088904

Tel : 62262668

Fax : 62262663

Email : dfsp@sia.org.sg

Attention : Ms Jacey Tay

The Organiser reserves the right to discontinue any class, to alter course curriculum, to amend the scale of fees and to amend any other information without prior notice.

3. Refunds

To withdraw from the course, applicants have to **fax or send in their application for withdrawal**. Please note that proof of fax / send does not mean proof of receipt by **Singapore Institute of Architects**.

Refund Policy	
<i>If notice of withdrawal is given in writing:</i>	<i>Refund Amount</i>
At least 7 working days before course commencement	Full Refund
4 - 6 working days before course commencement	50% of the course fee paid
3 working days before and upon course commencement	No Refund

APPLICATION FORMGST REG. NO.: M9-0001281-J
G.N. No. 565 in Gazette No. 27**COURSE DETAIL**

Course : SIA Design for Safety Professionals (DfSP) Course 2016 (re-run)
Date : 28 – 29 July 2016 (Thu - Fri)
Time : 9.00am - 5.00pm (Arrival and Registration start at 8.30am)
Venue : SIA Theatre Level 3 (79B Neil Road, Singapore 088904)
Points : 6 CPD by SIA; 11 PDU by PEB; 4 STU by ACES-IES JAC
Course fee : \$856.00 (SIA / CIJC Members), \$1070.00 (Non Members) – *fees inclusive of GST*
Closing date : 4 July 2016

[EDU]

Please fax/email the completed application form to Ms Jacey Tay @ fax 6226 2663 / email dfsp@sia.org.sg

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

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

Please issue cheque payable to “**Singapore Institute of Architects**” and mail your cheque together with this application form to “**Singapore Institute of Architects, 79B Neil Road, Singapore 088904**”.

PART A: PERSONAL PARTICULARS

Please: a) Use block letters. b) Write legibly c) * Delete accordingly

NRIC / FIN No / Passport No*: _____

Nationality: _____

Name (as in NRIC) Dr / Mr / Ms / Mdm*: _____

Date of Birth: ____/____/____ (DD / MM / YYYY)

Gender: Male / Female*

Race: Chinese/ Malay/ Indian/ Eurasian/ Others*, pls specify _____

Home Address: _____

Postal Code: _____

Home Number: _____ (HP): _____

Email: _____

Highest Education Qualification: (Please circle where appropriate)

Master/Degree/Diploma/‘A’ Level/Others, please specify _____

Membership No: [] SIA Members _____

[] CIJC (Pls specify Institution) _____

[] BOA Reg No. _____

[] PE Reg No. _____

[] Non-Member

PART B: CURRENT EMPLOYMENT DETAILS

Name of Company: _____

Designation: _____

Company Address: _____

Postal Code: _____

Contact No: _____ (Fax) _____

No of years of experience (in terms of building design-related activities & construction experience): _____

Please complete the below questionnaires:

- State the name of institution, title of qualification and year of graduation for a recognised university degree or other qualifications recognised by BOA and/or PEB for professional registration as an Architect and/or Engineer: (Please attach true copy of your qualification certificate).

- Provide details of your current professional registration with BOA and/or PEB in the discipline of architecture, or civil/structural engineering, or mechanical &/or electrical engineering): (Please attach true copy of your registration certificate).

- If you do not have any building construction related academic degree recognised by BOA and/or PEB, explain relevance of your degree to design and construction: (Please attach true copy of your qualification certificate).

- Provide a summary on your skills and knowledge in the following:

Details of building design-related experience - while holding a degree or other qualifications recognised by BOA and/or PEB for professional registration as an Architect and/or Engineer.

Details of building construction experience - while holding a degree or other qualifications recognised by BOA and/or PEB for professional registration as an Architect and/or Engineer.

Details of Workplace Safety and Health (WSH) experience / knowledge being reasonable experience comprising;

- The appointment as site supervision staff (such as RE/RTO) with exposure to workplace safety and health management on Site, and/or
- Working for an Architect/Engineer consultancy firm in which the applicant must have actively participated in supervision and/or administering the building contract on site with exposure to workplace safety and health management, and/or
- Working for a construction firm in which the applicant must have actively participated in workplace safety and health management.

PART C: APPLICANT DECLARATION

I declare all the information given by me in this application is true and correct and I understand that misrepresentation or omission is sufficient grounds for rejection of my application or withdrawal of any place which may be offered and that this withdrawal may take place at any stage during the course I undertake. I also authorize any investigation of the above information for the purpose of verification. I understand and accept the terms and conditions, rules and regulations of the program set by SIA.

Signature of Applicant: _____

Date: _____

Before submitting to SIA please ensure you have all the items in the checklist ready

- Completed Application form
- 1 copy of NRIC/passport/Employment Pass
- 1 copy of highest academic certificate
- Supporting documents or proofs of relevant experiences such as details of sites involved.