



**Important Notes (Applicable to 1<sup>st</sup> Time PPE Candidates only)**

- 1) For PPE candidate intending to sit for 2009 or 2010 PPE examinations, they can attend the full course in 2009. As long as he/she sits for 2009 or 2010 PPE examination and also fulfill the requirement of 75% attendance as 1<sup>st</sup> time PPE candidate, the 50% reimbursement by Board of Architects, Singapore (BOA) will be applicable after the examination. In addition to be eligible for the 50% reimbursement by the Board of Architects, the candidate must pass the PPE Examination, register with the Board and attend the Registration Ceremony.
- 2) For full course registration, the attendance must be completed in 2009 for 1<sup>st</sup> time PPE examination candidate taking 2009 PPE examination. The 75% attendance rate will be calculated based on attendance in 2009, for the 50% reimbursement by BOA after the examination.
- 3) For full course registration, the attendance could be completed partially in 2009 and balance in 2010 for 1<sup>st</sup> time PPE examination candidate taking 2010 PPE examination. The sessions to be attended for 2009 have to be clearly indicated in the registration form. In the event of absence, replacement for the 'absence' session(s) in 2010 will be chargeable. The balance sessions to be attended in 2010 to be forwarded when the registration form is available in 2010. The 75% attendance rate will be calculated based on attendance from 2009 & 2010, for the 50% reimbursement by BOA after the examination.
- 4) 50% reimbursement is not applicable for partial course registration.
- 5) 50% reimbursement is not applicable for payment made by organisation.

For 50% 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](mailto:bae@sia.org.sg) or fax: 62262663. Thank you.

Acknowledgement

I acknowledge the above terms and conditions as 1<sup>st</sup> time PPE candidates, applying for 50% reimbursement.

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

Home Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

Tel: \_\_\_\_\_ HP: \_\_\_\_\_

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

\*. The reimbursement is subjected to the Board of Architects' terms and conditions I. Fees paid are non-refundable under all circumstances.



Stage / Objective	Subject	Scope	Date / Time
Examination Logistics	<b>INTRODUCTORY SESSION</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	Tuesday, 26 May 09 7.00pm to 8.00pm
<b>A. Inception</b> <i>(Prepare general outline of requirements and plan future action).</i>	<b>SESSION 1</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	Tuesday, 26 May 09 8.10pm to 10.15pm
	<b>SESSION 2</b> 4. Preparation of Fee Proposal and Service Agreement 5. 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	Wednesday, 3 June 09 7.00pm to 9.30pm
	<b>Cross Reference to Current Syllabus for PPE:</b> <b>9.1.1: Architect's Act</b> <b>9.2.1: Architect's Rules, Professional Conduct &amp; Ethics</b> <b>9.2.2: Relevant SIA Publications</b> <b>9.2.9: Related Industries, Form's of Architectural Practices, Office Administration and Management</b>		
<b>B. Feasibility</b> <i>(Provide Client with appraisal and recommend form of project, ensuring technical and functional feasibility)</i>	<b>SESSION 3</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	Wednesday, 10 June 09 7.00pm to 9.30pm



Stage / Objective	Subject	Scope	Date / Time
	<p><b>SESSION 4</b>                      2. Establish Client's Brief and user requirements in terms of space and operational needs.</p>	<ol style="list-style-type: none"> <li>1. Co-ordination meetings with Users and Consultants</li> <li>2. Prompting engineers and consultants to ask the right questions</li> <li>3. Conducting surveys, interviews, questionnaires and Documenting them</li> <li>4. Operational Flows and critical adjacencies</li> <li>5. Advising and establishing Client's spatial needs; Schedule of Accommodation</li> <li>6. Corporate Identity (CI) and Building-Development Standards of Client's</li> </ol>	<p>Wednesday, 17 June 09                      7.00pm to 9.30pm</p>
	<p><b>SESSION 5</b>                      3. Carry-out Site &amp; Preliminary Investigation</p>	<ol style="list-style-type: none"> <li>1. Topographical Survey's, Measured Building Drawings, Site Plans, Site Photos</li> <li>2. General Interpretation Plans (Roads, Drainage &amp; Sewerage Interpretation Plans)</li> <li>3. Establish all applicable Authorities' planning parameters and constraints (URA, MINDEF, CAAS etc)</li> <li>4. Identify all applicable Authorities Approvals to be obtained</li> <li>5. Identify any other special considerations and constraints CS and M&amp;E consultants (soil investigations, underground services detection etc)</li> <li>6. Co-ordination meetings with consultants</li> <li>7. Points to cover in Minutes of Meeting</li> </ol>	<p>Wednesday, 24 June 09                      7.00pm to 9.30pm</p>
	<p><b>SESSION 6</b>                      4. Revert to Client with functional, technical &amp; financial feasibility assessment statements for review and obtain Client's in-principle approval to proceed to next stage.</p>	<ol style="list-style-type: none"> <li>1. Contents of Design Feasibility Study Report</li> <li>2. Developing a Project Budget</li> <li>3. Cost Estimation</li> </ol>	<p>Wednesday, 01 July 09                      7.00pm to 9.30pm</p>
<p><b>Cross Reference to Current Syllabus for PPE:                      9.1.2: Singapore Statutes relevant To Architectural Profession</b></p>			
<p><b>C. Outline Proposal</b>  <i>(Determine outline layout, design and construction approach, execute URA Outline Planning Submission)</i></p>	<p><b>SESSION 7</b>                      1. Pre-consultation with relevant Authorities' to obtain principle comments and conditions; resolving any controversial principle issues</p>	<ol style="list-style-type: none"> <li>1. Awareness of various channels and means for Pre-consultation (Internet, Meetings with Authorities etc)</li> <li>2. What to look out for; asking pertinent questions.</li> <li>3. Various Technical Department Development Control Guidelines</li> </ol>	<p>Wednesday, 08 July 09                      7.00pm to 9.30pm</p>



58

Stage / Objective	Subject	Scope	Date / Time
	<b>SESSION 8</b> 2. Develop schematic design proposal options	4. Minimum design output content of an outline concept: - structural grid - layout plans - sections - finishes - cost estimates 5. Conduct of Internal & External Design Reviews to ensure compliance to Client's Requirements & Design Brief	Monday, 13 July 09 7.00pm to 9.30pm
	<b>Cross Reference to Current Syllabus for PPE:</b> <b>9.1.3: Codes, Regulations, Requirements of Various Authorities</b> <b>9.1.4: Planning Act &amp; Related URA Regulations, Guidelines and Publications</b>		
<b>D. Planning Submission</b> <i>(Complete brief, decide on particular proposal, execute formal URA Submission)</i>	<b>SESSION 9</b> 1. Preparing for and Executing Planning Submission to URA and Tech. Depts	1. Final development of Brief and User Requirements. 2. Advancing the development of the design proposal for formal Planning Submission purposes incorporating : • compliances to Outline Provisional Permission conditions • compliance to final brief and user requirements • corresponding revised cost estimates 3. Present Client with Planning Submission design proposal for review and obtain approval to proceed to with Formal Planning Submission for WP 4. Planning Submission Flow, Procedure, Implications and Guidelines 5. Development Control, Regulations and Guidelines of Various Tech. Depts 6. Outline Planning Application & Other DC Stage Submissions 7. Contents of DC Submission Plans	Wednesday, 15 July 09 7.00pm to 9.30pm
	<b>SESSION 10</b> 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	Wednesday, 26 August 09 7.00pm to 9.30pm



Stage / Objective	Subject	Scope	Date / Time
<b>E. Building Plan Submission</b> <i>(Execute Building Plan Submission to BCA and other relevant Tech. Depts)</i>	<b>SESSION 11</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: <ul style="list-style-type: none"> <li>• compliances to URA Provisional Permission conditions and Written Directions</li> <li>• corresponding revised cost estimates</li> </ul> 3. Building Control, Regulations and Guidelines of Various Tech. Depts	Wednesday, 2 September 09 7.00pm to 9.30pm
<b>F. Green Mark and WHS</b>	<b>SESSION 12</b> 1. Green Mark, Buildable Design, Sustainable Construction and Workplace Health & Safety	1. Buildable Design & Sustainable Construction (BCA) 2. Green Mark (BCA) 3. Design For Safety (MOM)	Monday, 7 September 09 7.00pm to 10.00pm
<b>Cross Reference to Current Syllabus for PPE:</b> <b>9.1.5: Building Control Act, Codes, Regulations, Requirements of BCA Various Tech. Departments</b>			
<b>G. Detail Design</b> <i>(Obtain final decision on every matter related to design, specifications, construction and cost.)</i>  <b>H. Product Information</b> <i>( Prepare working drawings and other production information, make final detailed decisions to enable full documentation of design)</i>	<b>SESSION 13</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: <ul style="list-style-type: none"> <li>• Enabling QS to prepare Pricing Document</li> <li>• Builder to price and build according to the design</li> </ul>	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	Wednesday, 9 September 09 7.00pm to 9.30pm



Stage / Objective	Subject	Scope	Date / Time
<b>I. Site Administration</b> <i>(To administer site operations through to substantial completion.)</i>	<b>SESSION 14</b> 1. Site Administration	<ul style="list-style-type: none"> <li>• Requirement for, Procurement of and Duties of for COW, RE</li> <li>• 1<sup>st</sup> Site Meeting; Organization &amp; Site Meeting Minutes</li> <li>• Handing-over site to Contractor</li> <li>• Insurances and permits required</li> <li>• Records</li> <li>• Instructions, Directions, Certifications of Payment</li> <li>• Inspections and Approvals</li> <li>• Site Progress Monitoring</li> <li>• Site Safety</li> <li>• Completion Inspections &amp; Required Documentation</li> <li>• Handing-over back to Client</li> <li>• Other Site and Contract Administration Issues (Delays &amp; EOT Assessment, LD, Final Accounts)</li> <li>• Organization &amp; Site Meeting Minutes</li> </ul>	Monday, 14 September 09 7.00pm to 9.30pm
<b>Cross Reference to Current Syllabus for PPE:            9.2.8: Project Management at Design-Drawing Production Stage</b>			
<b>J. Tender Conditions</b> <i>(Prepare and complete all information and arrangements for obtaining tender)</i>  <b>K. Tender Action</b> <i>(Inviting bonafide tender, evaluation of submitted tenders, award of Tender)</i>	<b>SESSION 15</b> 1. Tender Documentation and Action	<ul style="list-style-type: none"> <li>• Pre-qualification of Tenderers.</li> <li>• Typical Construction Procurement Approaches.</li> <li>• Tender Documentation and Process:               <ul style="list-style-type: none"> <li>- Structure of Contents.</li> <li>- Tender Deposits.</li> <li>- Issuing Tender Addenda.</li> <li>- Opening Tender Offers.</li> </ul> </li> <li>• Tender Action:               <ul style="list-style-type: none"> <li>- Evaluation and Interviews.</li> <li>- Report and Recommendation.</li> </ul> </li> <li>• Letters of Award and Letters of Intent</li> </ul>	Wednesday, 22 July 09 7.00pm to 9.30pm
<b>Cross Reference to Current Syllabus for PPE:            9.2.3: PSSCOC            9.2.4: SIA and Other Forms of Building Contracts            Pre-Contract Issues            9.2.7: Design &amp; Build Contract</b>			

Stage / Objective	Subject	Scope	Date / Time
<b>L. Contract Admin</b> <i>(To administer the contract operations through to substantial completion.)</i>	<b>SESSION 16</b> 1. Contract Administration (Part 1)	Contract Administration: <ul style="list-style-type: none"> <li>• Possession of Site and Commencement.</li> <li>• Administration Matters.</li> <li>• Instructions and Directions.</li> <li>• Certificates and Role of Architect (as Certifier).</li> <li>• Notices and Conditions Precedent.</li> <li>• Programme</li> <li>• Extensions of Time and Liquidated Damages.</li> <li>• Completion.</li> <li>• Variations.</li> <li>• Certifying Payments and Payment Protocol under Security of Payment Act (SOP Act).</li> <li>• Construction Insurance.</li> <li>• Performance Bond.</li> <li>• Termination and Post Termination Effects and Action (to complete the Works).</li> <li>• Defects, Effects of Maintenance Period and Defects Liability at Common Law.</li> <li>• Highlights of Differences between PSSCOC &amp; SIA Forms of Contract</li> </ul>	Wednesday, 29 July 09 7.00pm to 9.30pm
	<b>SESSION 17</b> 2. Contract Administration (Part 2)		Wednesday, 05 August 09 7.00pm to 9.30pm
	<b>SESSION 18</b> 3. Contract Administration (Part 3)		Wednesday, 12 August 09 7.00pm to 9.30pm
	<b>SESSION 19</b> 4. Contract Administration (Part 4)		Wednesday, 19 August 09 7.00pm to 9.30pm
	<b>Cross Reference to Current Syllabus for PPE:</b> <b>9.2.5: Building Contract – Contract Administration Issues</b>		
<b>M. Procurement of TOP/CSC</b> <i>(To obtain TOP-CSC)</i>	<b>SESSION 20</b> 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	Wednesday, 16 September 09 7.00pm to 9.30pm



**ARCHITECTURAL PRACTICE COURSE**

Stage / Objective	Subject	Scope	Date / Time
<p>N. Maintenance Period / Defects Liability</p> <p>O. Closing-Out of Project</p>	<p><b>SESSION 21</b></p> <p>1. Action during Maintenance Period</p> <p>2. Formal closing-out of Project</p>	<p>1. Defects Identification,</p> <p>2. Defects rectification procedure, Method Statements and monitoring</p> <p>3. Maintenance Certificate</p> <p>4. Final Certificate</p> <p>5. Settlement of all Final Payments</p> <p>6. As-Built Drawings and Records</p> <p>7. Client's Feedback</p> <p>8. Lessons Learnt</p> <p>9. Putting back in the Learning Loop</p>	<p>Wednesday, 23 September 09</p> <p>7.00pm to 9.30pm</p>
<p><b>Cross Reference to Current Syllabus for PPE:</b></p> <p><b>9.2.6: Building Contract – Post Contract Administration Issues</b></p>			
<p>P. Miscellaneous Related Acts &amp; Statutes</p>	<p><b>SESSION 22</b></p> <p>1. Housing and Developers Act</p>	<p>1.</p>	<p>Wednesday, 30 September 09</p> <p>7.00pm to 9.30pm</p>
<p>Q. Professional Maturity</p>	<p><b>SESSION 23</b></p> <p>1. Architects Acts, Rules and the Code of Professional Conduct and Ethics</p> <p>2. Multi-Corporate Practice</p>	<p>1. Highlight pertinent clauses on Architects Act, Rules and Codes</p> <p>2. Review of past disciplinary cases and learning points for architects</p> <p>3. Setting up of architectural firms or corporations</p>	<p>Wednesday, 21 October 09</p> <p>7.00pm to 9.30pm</p>
<p><b>Cross Reference to Current Syllabus for PPE:</b></p> <p><b>9.1.1: Architect's Act</b></p> <p><b>9.2.1: Architect's Rules, Professional Conduct &amp; Ethics</b></p> <p><b>9.2.2: Relevant SIA Publications</b></p> <p><b>9.2.9: Related Industries, Form's of Architectural Practices, Office Administration and Management</b></p>			
	<p><b>SESSION 24</b></p> <p>3. Model Answers</p>	<p>1. From past year questions</p>	<p>Wednesday, 14 October 09</p> <p>7.00pm to 9.30pm</p>