

Architectural Practice Course 2019 (APC 2019)

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 SSG's Approved Training Organization (ATO) under the Singapore Workforce Skills Qualification System (WSQ) to deliver stipulated training and/or assessment services as well as funding for SSG participants. WSQ-SIA APC is one of the courses which are accredited by WSQ and the Institute has successfully conducted 9 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.

SkillsFuture Singapore (SSG)

SkillsFuture Singapore (SSG) 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, SSG'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, SSG 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 Chan Shermine**):

Tel: (65) 6226 2668

Fax: (65) 6226 2663

Email: bae@sia.org.sg

Organised by:



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.

CPD PROGRAMME: 2019/034/MS/SC

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

Architectural Practice Course 2019

REGISTRATION UNDER PPE Candidate OR Individual Participant

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

For 1st time Applicant / Continuation of APC 2019 for partial APC taken in Yr 2018, please take note of the below:

NOTE:

- 1) The Board of Architects, Singapore has endorsed this Architectural Practice Course.
- 2) PPE Candidate is required to attain **75%** attendance of this entire course (22 classes out of 29 classes) to be eligible to sit for the PPE.
- 3) 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 for the entire course. 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.
- 4) Reimbursement is applicable to 1st time PPE Candidates only.
- 5) Payment of **Full Course Fee*** (payable by individual or organization) upon registration in 2019 is only valid for 2 years.
 - (a) For full course registration, the attendance must be completed in 2019.
 - (b) For partial course registration, the attendance can be completed partially in 2019 and balance in 2020. The sessions to be attended in 2019 have to be clearly indicated in the APC 2019 Course Schedule form. **In the event of absence, replacement for the 'absence' session(s) in 2019 to be attended in 2020 will be chargeable under all circumstances.** The balance sessions to be attended in 2020 to be forwarded to SIA when the APC 2020 registration form is available in 2020.
- 6) 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).
- 7) PPE candidate who opt for the Board of Architect's Professional Practice Exam reimbursement will not be eligible to apply for the SSG subsidy.
- 8) **Application forms to be submitted to SIA office for registration** (applicable to both 1st time Applicant / Continuation of APC): **(1) Registration Form** (page 12), **(2) Course Schedule Form** (page 13), **(3) Cheque** (applicable for new applicant only).
- 9) Closing Deadline: 24 May 2019

WSQ-SIA Architectural Practice Course 2019 (Certifiable Course approved by SSG – PME Level Course)

REGISTRATION UNDER SSG Funding for this Programme

Business Description	Eligibility	Membership Category	Full Course Fee (inclusive of GST)	SSG Funding	Nett Course Fee (inclusive of GST)
Company Sponsored (Non-SME, Non-WTS) – 50% subsidy	Singapore Citizen (Below 40) / Singapore PR	Member	\$2,000.00	\$934.58	\$1,000.00
		Non-Member	\$3,000.00	\$982.50	\$1,948.73
Company Sponsored (SME, Non-WTS) – upto 90% subsidy	Singapore Citizen (Below 40) / Singapore PR	Member	\$2,000.00	\$1682.24 (SG Citizen) \$1308.41 (SG PR)	\$200.00 (SG Citizen) \$600.00 (SG PR)
		Non-Member	\$3,000.00	\$2523.37 (SG Citizen) \$1962.62 (SG PR)	\$300.00 (SG Citizen) \$900.00 (SG PR)
Company Sponsored (Mid Career) – 90% subsidy	Singapore Citizen (40 & above)	Member	\$2,000.00	\$1,682.24	\$200.00
		Non-Member	\$3,000.00	\$2,523.37	\$300.00
Self-Sponsored (Normal) – 50% subsidy	Singapore Citizen (Below 40) / Singapore PR	Member	\$2,000.00	\$934.58	\$1,000.00
		Non-Member	\$3,000.00	\$982.50	\$1,948.73
Self-Sponsored (Mid Career) – 90% subsidy	Singapore Citizen (40 & above)	Member	\$2,000.00	\$1,682.24	\$200.00
		Non-Member	\$3,000.00	\$2,523.37	\$300.00

****For more information on different type of course and/or absentee payroll funding, please click [here](#).

**Non-WTS refer to individual that earn an average gross monthly income that is more than \$2,000.

**This course is not eligible for SkillsFuture Credit.

Funding is by SkillsFuture Singapore (SSG) under WSQ Certifiable Course approved by SSG.

There are limited slots based on first-come-first-served basis, subjected to fulfilment of application.

Eligibility and Conditions Tied to Funding

1) Payment type: Nett Course Fee

(a) Nett Fee (Employer-Sponsored Training)

Company pays the training organisation the unfunded portion of the course fee i.e. full course fee less course fee funding from SSG. The training grant application submitted by the company is first routed to the training organisation for endorsement, before being routed to SSG for approval. The training organisation is responsible for submitting the claim to SSG upon course completion. Upon approval of the claim, the course fee funding will be disbursed to the training organisation and Absentee Payroll funding, if applicable, will be disbursed to the company.

[Sponsored Company will need to submit for SSG funding and get approval first before commencement of course and issue a cheque on the Nett Course Fee to SIA before trainee can be accepted as SSG trainee.]

Useful links for Employer-Sponsored:

Funding Support for Employers at this link (<http://www.ssg.gov.sg/programmes-and-initiatives/funding/funding-for-employer-based-training.html>)

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

(b) Nett Fee (Self-Sponsored Training)

Individual pays the training organisation the unfunded portion of the course fee i.e. full course fee less course fee funding from SSG. The training organisation submits a training grant application for the trainee. The training organisation is also responsible for submitting the claim to SSG for the course fee funding upon course completion. *[SIA will assist Self-Sponsored Trainee to submit for SSG funding and get approval first before commencement of course for Trainee to issue a cheque on the Nett Course Fee to SIA before trainee can be accepted as SSG trainee. SSG application will take at least 7 working days for approval.]*

2) Training organization name: **Singapore Institute of Architects**

3) Course Name in SSG: **WSQ - SIA Architectural Practice Course** / Reference No in SSG: **CRS-Q-0020269-CI**

- 4) Trainee must possess a **Recognized University Degree**.
- 5) Trainee must be **Singapore Citizen** or **Singapore Permanent Resident**, and must be employed by companies in accordance to the Employment Act except for sole proprietors, partners, working directors, members of co-operatives or commission-based agents.
- 6) Trainee must have achieved at least **80%** attendance of this course (21 classes out of 26 classes) in the same year prior to be eligible to sit for the Assessment Examination set by SIA after the course (calculation of 80% attendance does not include Introductory Session, Session 23B & Session 24, which is applicable for PPE candidate only).
- 7) Trainee must have sat for and passed the **Assessment Examination** set and administered by SIA (consist of a written assessment and an oral clarification) within the same year of the course run. 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. Deferment of course and assessment are not allowed.
- 8) Trainee who have successfully completed the course and pass the **Assessment Examination** will be given equivalent education recognition (WSQ-SIA Statement of Attainments from SSG and Certificate of Attainment from SIA).
- 9) Sponsored Company or Self-Sponsored Trainee that opt for SSG is required to sign an agreement with SIA. In the event if trainee did not complete the course, sit and/or pass the Assessment, trainee will not be entitled to SSG funding and will have to pay back the funded amount to SIA.
- 10) 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.
- 11) **Application forms to be submitted to SIA office for registration: (1) Registration Form** (page 12), **(2) Course Schedule Form** (page 13), **(3) Photocopy of NRIC**, **(4) Photocopy of Degree Certificate**, **(5) Indemnity Letter** (pls obtain the letter from SIA), **(6) Cheque with the correct Nett Fee amount** (cheque to be issued after SSG funding application is approved).
- 12) Closing Deadline: 14 May 2019

*It is mandatory for Singapore Institute of Architects (SIA) offering SSG-funded course to participate in the TRAQOM initiative. SIA is required to provide the SSG trainee's name, NRIC, personal email address and mobile number to SSG, as part of SSG's TRAQOM requirements. This will enable SSG or its appointed vendor to send surveys to the trainees.

SSG will be incorporating TRAQOM requirements as part of SSG's funding terms and conditions.

Course Outline for Architectural Practice Course 2019

Stage/Objective	Subject	Scope	Tutor
Examination Logistics	INTRODUCTORY SESSION		Larry Ng
	<ol style="list-style-type: none"> 1. Log Book / Case Study 2. Attitude towards Professional Practice 	<ol style="list-style-type: none"> 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 	
A. Inception (Prepare general outline of requirements and plan future action)	SESSION 1		Theodore Chan
	<ol style="list-style-type: none"> 1. Chronological Overview of Architectural Practice Procedures 2. Establishing the Preliminary Requirements of the Client 3. Establish Scope of Services required 	<ol style="list-style-type: none"> 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 	
	SESSION 2		Theodore Chan
	4. Fee Calculator		
	<ol style="list-style-type: none"> 5. Preparation of Fee Proposal and Service Agreement 6. Obtain in-principle appointment from Client 	<ol style="list-style-type: none"> 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 	
<p>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</p>			
B. Feasibility (Provide Client with appraisal and recommend form of project, ensuring technical and functional feasibility)	SESSION 3		Theodore Chan
	<ol style="list-style-type: none"> 1. Establish Overall Development Master Schedule 	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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		Theodore Chan
	3. Carry-out Site & Preliminary Investigation	<ol style="list-style-type: none"> 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
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		
		<ol style="list-style-type: none"> 2. Developing a Project Budget 3. Cost Estimation 	Ho Swee Sun
Cross Reference to Current Syllabus for PPE: 9.1.2: Singapore Statutes relevant To Architectural Profession			
C. Outline Proposal (Determine outline layout, design and construction approach, execute URA Outline Planning Submission)	SESSION 7		Darren Peter Benger
	1. Pre-consultation with relevant Authorities' to obtain principle comments and conditions; resolving any controversial principle issues	<ol style="list-style-type: none"> 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 Bengler
	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 Bengler
	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			
	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	Chan Li Ming (URA)

Stage/Objective	Subject	Scope	Tutor
E. Building Plan Submission (Execute Building Plan Submission to BCA and other relevant Tech. Depts.)	SESSION 11		Ronald Tan
	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"> • compliances to URA Provisional Permission conditions and Written Directions • corresponding revised cost estimates 3. Building Control, Regulations and Guidelines of Various Tech. Depts.	
	SESSION 11A		Eng Yew Hoon
1. Fire Safety & Security	1. Fire Safety Act 2. Fire Safety (Registered Inspector) regulations 3. RI Audit Checks 4. Fire Code 2013 overview 5. Plans submission audit checks 6. MAA & A&A		
F. Green Mark and WHS	SESSION 12A		Chin Kim Hong (BCA)
	1. Green Mark, Buildable Design, Sustainable Construction	1. Buildable Design (BCA) 2. BCA Green Mark (BCA)	
	SESSION 12B		Benjamin Towell (BCA)
	2. Workplace Health & Safety	3. Design For Safety (MOM)	
Cross Reference to Current Syllabus for PPE: 9.1.5: Building Control Act, Codes, Regulations, Requirements of BCA Various Tech. Departments			
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: <ul style="list-style-type: none"> • 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
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			
J. Tender Conditions (Prepare and complete all information and arrangements for obtaining tender)	SESSION 15		Darren Peter Benger
	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	
K. Tender Action (Inviting bonafide tender, evaluation of submitted tenders, award of Tender)			

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)		Darren Peter Bengier
	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		Ronald Tan
	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			

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. Review of past disciplinary cases and learning points for architects	
	2. Multi-Corporate Practice	3. Setting up of architectural firms or corporations	
	SESSION 23B		Leong Tatt Man
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 Bengler
	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 2019 (APC 2019)
Period : 3 June – 22 October 2019 (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 Chan Sherminé](mailto:bae@sia.org.sg):

[EDU]

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 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.

Full Course Fee (non SSG trainee): Member \$2000.00 Non Member \$3000.00 (Deadline: 24 May 2019)
Individual Session Fee (non SSG trainee): Member \$100.00 Non Member \$200.00 (Deadline: a week before class)
Nett Course Fee (SSG Trainee only): \$ _____ Employer-Sponsored Self-Sponsored (Deadline: 14 May 2019)

Please tick (✓) one of the above box.

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

Applicant's Detail

Name (as in NRIC/Fin/Passport)*:		NRIC No *:	
Nationality *:		Type of ID *: <input type="checkbox"/> Singapore Pink IC <input type="checkbox"/> Singapore Blue IC <input type="checkbox"/> FIN/Work Permit <input type="checkbox"/> Foreign Passport	
Race *: <input type="checkbox"/> Chinese <input type="checkbox"/> Malay <input type="checkbox"/> Indian <input type="checkbox"/> Eurasian <input type="checkbox"/> Others, pls specify:			
Gender *: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age *:	Date of Birth (DD/MM/YYYY)*:	SIA/BOA No (if any)*:
Organization :			
Office Address :			
Please mail receipt to (pls indicate address if different from Office Address):			
Trainee Designation *:		Trainee Email *:	
Tel :	Fax :	HP *:	Taking PPE *: <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> Not Taking PPE
Monthly Basic Salary (this is mandatory if you are Self-Sponsored SSG Trainee)*: <i>I declare that I do not have any income source other than the income source(s) declared as indicated in above. I understand that I may be subject to checks for the documents submitted and income declaration made.</i>			

****Priority will be given to continuation of APC 2018 applicants & candidates taking PPE 2019, 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.**

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

Course Schedule Form - APC 2019

Name: _____ Email: _____

If you are registering for **ALL 29 classes** of APC 2019, please tick in this box If you are registering for **APC 2019 partially**, please tick the session(s) below.** Once sessions are selected, no change is allowed under any circumstances.*

Session	Date (7.00pm to 9.30pm)	Tutor	Pls tick (✓)
Introductory	Tuesday, June 4, 2019	Larry Ng	
1	Monday, June 10, 2019	Theodore Chan	
2	Monday, June 17, 2019	Darren Peter Bengier / Theodore Chan	
3	Tuesday, June 18, 2019	Theodore Chan	
4	Tuesday, June 25, 2019	Theodore Chan	
5	Monday, July 1, 2019	Theodore Chan	
6	Monday, July 8, 2019	Richard Soon / Ho Swee Sun	
7	Tuesday, July 9, 2019	Darren Peter Bengier	
8	Monday, July 15, 2019	Darren Peter Bengier	
9	Monday, July 22, 2019	Darren Peter Bengier	
10	Tuesday, July 23, 2019	Chan Li Ming	
11	Monday, July 29, 2019	Ronald Tan	
11A	Monday, August 5, 2019	Eng Yew Hoon	
12A	Tuesday, August 6, 2019	Chin Kim Hong / Benjamin Towell	
12B	Monday, August 19, 2019	Chan Yew Kwong	
13	Tuesday, August 20, 2019	Theodore Chan	
14	Monday, August 26, 2019	Theodore Chan	
15	Monday, September 2, 2019	Darren Peter Bengier	
16 (Part 1)	Tuesday, September 3, 2019	Darren Peter Bengier	
17 (Part 2)	Monday, September 9, 2019 Tuesday, September 10, 2019	Darren Peter Bengier	
18 (Part 3)	Tuesday, September 10, 2019 Tuesday, September 17, 2019	Darren Peter Bengier	
19A (Part 4)	Monday, September 16, 2019 Monday, September 23, 2019	Darren Peter Bengier	
19B (Part 5)	Tuesday, September 24, 2019	Darren Peter Bengier	
20	Monday, September 30, 2019	Ronald Tan	
21	Monday, October 7, 2019	Richard Lai	
22	Tuesday, October 8, 2019	Raymond Chan	
23A	Monday, October 21, 2019	Larry Ng	

23B	Monday, October 14, 2019	Leong Tatt Man	
24	Tuesday, October 22, 2019	Darren Peter Bengler	

There are a total of 29 classes with some sessions split into Part A & B.

