



Supported by:



Circular No.: 2019/048/MS/SC

To: SIA / BOA / CIJC Members

DESIGN FOR SAFETY FOR PROFESSIONALS (DfSP) COURSE (9th run)

We are pleased to inform you of SIA forthcoming Design for Safety for Professionals (DfSP) Course (9th run) on 26 & 27 August 2019 (Mon & Tue).

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 is enforced from 1 August 2016 onwards where Designers 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

Learner assessed competence in Assessment 1 will be invited to submit the project report for Assessment 2. Certificate of Completion will be awarded to learners who successfully completed the course and certified competent in both Assessment 1 and 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	Overview of WSH (DfS) Regulations, ACOP for DfS, DfS Professionals and their roles; Importance of Design for Review 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 of Stakeholders
	13:40	DfS Review Meeting Process
	14:40	Safety and Health Risk Considerations for DfS Review Meeting
	15:00	Tea Break (light refreshment provided)
	15:15	Hazard Identification Tools
	15:45	Learning Activity 1
	16:45 – 17:00	Summary of Day 1
	Day 2	08:30
09:00		Recap key learning points in day 1
09:15		Preparation for DfS Review Meeting
09:45		Conducting the DfS Review Meeting: ways to encourage participation
10:15		Tea Break (light refreshment provided)
10:30		DfS Register
11:00		Documentation, Monitor and Review of DfS 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: **26 & 27 August 2019 (Mon & Tue)**
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 Theatrette Level 3 (79B Neil Road, Singapore 088904)
Closing Date: 13 August 2019
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 (Pending)**

FULL COURSE FEES (for non SSG Trainee)

Type of Membership	Full Course Fee (inclusive of GST)
SIA / CIJC Members	\$856.00
Non-members	\$1,070.00

NETT COURSE FEES (for SSG Trainee)

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)	Singapore Citizen (Below 40) / Singapore PR	Member	\$800.00	\$195.00	\$647.35
		Non-Member	\$1,000.00	\$195.00	\$861.35
Company Sponsored (SME, Non-WTS)	Singapore Citizen (Below 40) / Singapore PR	Member	\$800.00	\$650.00 (S'pore Citizen) \$560.00 (S'pore PR)	\$160.50 (S'pore Citizen) \$256.80 (S'pore PR)
		Non-Member	\$1,000.00	\$650.00 (S'pore Citizen) \$650.00 (S'pore PR)	\$374.50 (S'pore Citizen) \$374.50 (S'pore PR)
Company Sponsored (Mid Career)	Singapore Citizen (40 & above)	Member	\$800.00	\$650.00	\$160.50
		Non-Member	\$1,000.00	\$650.00	\$374.50
Self-Sponsored (Normal)	Singapore Citizen (Below 40) / Singapore PR	Member	\$800.00	\$195.00	\$647.35
		Non-Member	\$1,000.00	\$195.00	\$861.35
Self-Sponsored (Mid Career)	Singapore Citizen (40 & above)	Member	\$800.00	\$650.00	\$160.50
		Non-Member	\$1,000.00	\$650.00	\$374.50

**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 Non WSQ Certifiable Course approved by SSG.

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: **Design for Safety for Professionals** / Reference No in SSG: **CRS-N-0027418**
- 4) Course Start Date: **26 August 2019** and Course End Date: **26 February 2020** (include both assessment submission & marking periods)
- 5) Company must be registered or incorporated in Singapore.
- 6) Trainees must be employed (salary paid) and fully sponsored by the company for all costs associated with the training.
- 7) 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.
- 8) Trainee must attend both days of the course to be eligible to sit for the Assessment. Trainee must have sat for and passed the **Assessment** (consist of MCQ and written report).
- 9) Trainee who have successfully completed the course and pass the **Assessment** will be eligible for SSG funding.
- 10) 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, Sponsored Company or Self-Sponsored trainee will not be entitled to SSG funding and will have to pay back the funded amount to SIA.

ENQUIRIES

For Enquiry (Secretariat):

Tel : (65) 6226 2668

Fax : (65) 6226 2663

Email : dfsp@sia.org.sg

Opening Hours: Mon to Fri: 9.15 am to 6.00 pm

Closed on Sat, Sun & Public Holidays

*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.

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 : Secretariat

All applications and payments must reach SIA before the closing date. A confirmation e-mail will be sent to you after the closing date.

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 **send in their application for withdrawal**. Please note that proof of 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 2 weeks before course commencement	Full Refund
4 - 7 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 : Design for Safety for Professionals (DfSP) Course (9th run)
 Date : 26 & 27 August 2019 (Mon & Tue)
 Time : 9.00am - 5.00pm (Arrival and Registration start at 8.30am)
 Venue : SIA Theatrette Level 3 (79B Neil Road, Singapore 088904)
 Points : 6 CPD by SIA; 11 PDU by PEB (Pending)
 Closing date : 13 August 2019

[EDU]

Please fax/email the completed application form to SIA Secretariat @ 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".

Full Course Fee (**non SSG trainee**): Member \$856.00 Non Member \$1070.00Nett Course Fee (**SSG Trainee only**): \$ _____ Employer-Sponsored Self-Sponsored**PART A: PERSONAL & EMPLOYMENT PARTICULARS**

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)*:	HP*:
Membership No: <input type="checkbox"/> SIA Members _____ <input type="checkbox"/> BOA Reg No _____ <input type="checkbox"/> Non-Member <input type="checkbox"/> CIJC (Pls specify Institution) _____ <input type="checkbox"/> PE Reg No _____			
Highest Education Qualification: <input type="checkbox"/> Master <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> 'A' Level <input type="checkbox"/> Others please specify _____			
Organization:			
Office Address:			
Please mail receipt to (pls indicate address if different from Office Address):			
Trainee Designation*:		Trainee Email*:	
Tel:	Fax:	No of years of experience (in terms of building design-related activities & construction experience):	
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>			

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.
