

Architectural Practice Course 2021 (APC 2021)

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-four evening classes and is run on weekly basis with a total duration of 80 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.

Course Content

- Inception
- Feasibility
- Outline Proposal
- Planning Submission
- Building Plan Submission
- Green Mark and WHS
- Detail Design
- Product Information
- Site Administration
- Tender Conditions
- Tender Action
- Contract Administration
- Procurement of TOP/CSC
- Maintenance Period / Defects Liability
- Closing-Out of Project
- Miscellaneous Related Acts & Statutes
- Professional Maturity

Who Can Attend?

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.

Architects have the option to register for individual session(s) which they wish to attend.

SSG Funding

As per previous runs of the APC Course, the Institute has applied to SSG for funding. If this application is successful, part of your course fee will be paid for.

However, please note that the course evaluation by SSG has changed and some parts of the course may not be entitled for funding although these parts remain a requirement by the Board for the APC course. If this occurs, the funding amount might fall. When or if this occurs, you will be notified by us as to what level SSG is likely to fund.

BOA Funding

PPE Candidates who fulfil the following conditions will be given a one-time subsidy of S\$500/-for the APC.

1. Candidate must be a Singaporean or Singapore Permanent Resident (at the point of application for the examination).
2. Candidate is required to attain 75% attendance for the entire course to be eligible for this subsidy and to sit for examination.
3. Candidate who opts for the subsidy from SkillsFuture Singapore (SSG) will not be eligible for BOA's subsidy.
4. Candidate must pass the examination within 2 consecutive sittings.
5. Candidate's application for registration as an architect must be approved prior to BOA's Certificate Presentation Ceremony.
6. Candidate must attend BOA's Certificate Presentation Ceremony.

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.

In view of the ongoing Covid-19 outbreak and movement restriction APC 2021 may be required to be conducted through online Webinar tools. For good order and verification of attendance, it will be monitored and recorded from time to time. Exact timings will be published in due course. Participants who leave the webinar session before 8.30pm will be considered as absent.

For more information, please contact SIA (**Ms Shermine Chan**):

Tel: (65) 6226 2668

Fax: (65) 6226 2663

Email: bae@sia.org.sg

Organised by:



CPD PROGRAMME: 2021/057/MS/SC

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

Architectural Practice Course 2021

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 2021 for partial APC taken in Yr 2021, 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 (15 classes out of 20 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 2021 is only valid for 2 years.
 - (a) For full course registration, the attendance must be completed in 2021.
 - (b) For partial course registration, the attendance can be completed partially in 2021 and balance in 2022. The sessions to be attended in 2021 have to be clearly indicated in the APC 2021 Course Schedule form. **In the event of absence, replacement for the 'absence' session(s) in 2021 to be attended in 2022 will be chargeable under all circumstances.** The balance sessions to be attended in 2022 to be forwarded to SIA when the APC 2022 registration form is available in 2022.
- 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 through email for registration** (applicable to both 1st time Applicant / Continuation of APC): **(1) Registration Form** (page 12), **(2) Course Schedule Form** (page 13), **(3) Payment** (applicable for new applicant only).
- 9) Payment details will be instructed during the registration process.
- 10) Closing Deadline: 16 July 2021

Course Outline for Architectural Practice Course 2021

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. Overview of Architecture Practice 2. Establish Scope of Services required 	<ol style="list-style-type: none"> 1. Duties & Responsibilities of Architect & Client; SIA Basic Services 2. Code of Ethical Practices 3. Professional Liabilities, indemnities- insurances 4. Asking the relevant questions 5. Developing a thorough Checklist 6. Learn to guide and prompt the Client in the right direction 	
	SESSION 2		Theodore Chan
	1. Fee Calculator		
	<ol style="list-style-type: none"> 2. Preparation of Fee Proposal and Service Agreement 3. Obtain in-principle appointment from 4. Establish Overall Development Master Schedule 	<ol style="list-style-type: none"> 1. Basis for Quoting Professional Fees 2. Staffing and resource requirements 3. Appointment of other allied consultants 4. Examining and choosing right form of Service Agreement 5. Various forms of Master Development Schedule 6. Identifying Critical Path Elements that make up the Schedule 7. Factoring Authorities approvals, critical client's deadlines and other contingencies 8. Procedure, Flow Chart for procuring Authorities Approvals. 	
<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> <p>PMF Chapter 7.1, 7.2 & 7.3</p>			

Stage/Objective	Subject	Scope	Tutor
B. Feasibility	SESSION 3		Theodore Chan
	1. 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	
	2. Carry-out Site & Preliminary Investigation	7. Topographical Survey's, Measured Building Drawings, Site Plans, Site Photos 8. General Interpretation Plans (Roads, Drainage & Sewerage Interpretation Plans) 9. Establish all applicable Authorities' planning parameters and constraints (URA, MINDEF, CAAS etc) 10. Identify all applicable Authorities Approvals to be obtained	
	SESSION 4		
	1. Concept Design & Deliverables	1. Contents of Design Feasibility Study Report	
2. Liaise and Revert to Client with functional, technical & financial feasibility assessment statements for review and obtain Client's in-principle approval to proceed to next stage	2. Developing a Project Budget 3. Cost Estimation	Richard Soon Ho Swee Sun	
Cross Reference to Current Syllabus for PPE: 9.1.2: Singapore Statutes relevant To Architectural Profession PMF Chapter 8.1, 8.2 & 8.3			
C. Outline Proposal	SESSION 5		Darren Peter Benger
	1. Pre-consultation with relevant Authorities' to obtain principle comments and conditions; resolving any controversial principle issues 2. Develop schematic design proposal options	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 4. Minimum design output content of an outline concept: structural grid • layout plans • finishes • cost estimates 5. Conduct of Internal & External Design Reviews to ensure compliance to Client's Requirements & Design Brief- Determine user needs	
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 PMF Chapter 9.1 & 9.2			

Stage/Objective	Subject	Scope	Tutor
D. Planning Submission (Complete brief, decide on particular proposal, execute formal URA Submission)	SESSION 6		Darren Peter Bengier
	1. Preparing for and Executing Planning Submission to URA and Tech. Depts.	<ol style="list-style-type: none"> Final development of Brief and User Requirements 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 Present Client with Planning Submission design proposal for review and obtain approval to proceed to with Formal Planning Submission for WP Planning Submission Flow, Procedure, Implications and Guidelines Development Control, Regulations and Guidelines of Various Tech. Depts. Outline Planning Application & Other DC Stage Submissions Contents of DC Submission Plans 	
	SESSION 7		URA Gladys Tan
2. Tech Dept. Guidelines and Plan Approval Procedure at Planning Submission Stage	<ol style="list-style-type: none"> Development Control, Regulations and Guidelines of URA Outline Planning Application & Other Development Application Submissions Presentation of plan for DC to URA, Development Control Division 		
	Cross Reference to Current Syllabus for PPE: PMF Chapter 9.3		
E. Building Plan Submission (Execute Building Plan Submission to BCA and other relevant Tech. Depts.)	SESSION 8		Magdaline Yeo
	<ol style="list-style-type: none"> Preparing for and Executing Building Plan Submission To BCA and Tech. Depts. Tech Dept. Guidelines and Plan Approval Procedure at Building Plan Clearance Stage 	<ol style="list-style-type: none"> Contents of BP Submission Plans 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 Building Control, Regulations and Guidelines of Various Tech. Depts. 	
	SESSION 9		Eng Yew Hoon
1. Fire Safety & Security	<ol style="list-style-type: none"> Fire Safety Act Fire Safety (Registered Inspector) regulations RI Audit Checks Fire Code 2018 overview Plans submission audit checks MAA & A&A 		

Stage/Objective	Subject	Scope	Tutor
F. Green Mark and WHS	SESSION 10		
	1. Green Mark, Buildable Design, Sustainable Construction	1. Buildable Design (BCA)	Chin Kim Hong (BCA)
		2. BCA Green Mark (BCA)	Benjamin Towell (BCA)
	SESSION 11		
2. Workplace Health & Safety	3. Design For Safety (MOM)	Chan Yew Kwong	
<p>Cross Reference to Current Syllabus for PPE: 9.1.5: Building Control Act, Codes, Regulations, Requirements of BCA Various Tech. Departments PMF chapter 10.1 & 10.2</p>			
G. Detail Design (Obtain final decision on every matter related to design, specifications, construction and cost.)	SESSION 12		Theodore Chan
	H. Product Information (Prepare working drawings and other production information, make final detailed decisions to enable full documentation of design)	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 	

Stage/Objective	Subject	Scope	Tutor
I. Site Administration (To administer site operations through to substantial completion.)	SESSION 13		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 14		Darren Peter Bengler
	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)	Cross Reference to Current Syllabus for PPE: PMF Chapter 11.1 , 11.2 & 11.3		

Stage/Objective	Subject	Scope	Tutor
L. Contract Admin (To administer the contract operations through to substantial completion.)	SESSION 15, 16, 17		Darren Peter Benger
	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 PMF Chapter 12.1, 12.2 & 12.3			
M. Procurement of TOP/CSC (To obtain TOP-CSC)	SESSION 18		Jason Lee
	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	
Cross Reference to Current Syllabus for PPE: PMF Chapter 13.1, 13.2 & 13.3			
N. Maintenance Period / Defects Liability O. Closing-Out of Project	SESSION 19		Jason Lee
	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 PMF Chapter 14			

Stage/Objective	Subject	Scope	Tutor
P. Miscellaneous Related Acts & Statutes	SESSION 20		
	1. Housing and Developers Act		
Q. Professional Maturity	SESSION 20		
	1. Architects Acts, Rules and the Code of Professional Conduct and Ethics	1. Highlight pertinent clauses on Architects Act, Rules and Codes	Larry Ng
	2. Multi-Corporate Practice	2. Review of past disciplinary cases and learning points for architects 3. Setting up of architectural firms or corporations	
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			

Subject	Scope	Tutor
Tutorial 1		
Pre-Design & Concept Design Stages	1. Discussion of Procurement/Checklist on deterring Project Budget 2. Discussion on Pre-Design/Feasibility Study Checklist	Theodore Chan Wu Hwei Siang
Tutorial 2		
Schematic Design & Design Development	Discussion of authorities' requirement & checklist for pre-design & feasibility stage 1. Institution 2. Industrial 3. Commercial 4. Residential	Catherine Loke Darren Peter Bengner
Tutorial 3		
Tender Procurement & Contract Administration	1. Discussion on Outline Specification 2. Discussion on Tender Drawing Register Checklist 3. Mindset on Detailing 4. Documentation in meetup minutes	Darren Peter Bengner Theodore Chan
Tutorial 4		
Post Completion	1. Discussion on TOP/CSC Checklist 2. Discussion on Post Completion Administration	Catherine Loke Wu Hwei Siang

Registration Form

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

Course : Architectural Practice Course 2021 (APC 2021)
Period : 19 Jul – 18 October 2021 (please refer attached schedule for actual date of each session)
Time : 7.00PM - 9.30PM per session (registration will start from 6.45pm)
Venue : Zoom Webinar Online (Invitation link will be send via email weekly)

Please fax / email the completed registration form to [Ms Shermine Chan](#):

[EDU]

Tel: (65) 6226 2668 Email: bae@sia.org.sg

And follow up with Online Payment to Singapore Institute of Architects.

Online Payment shall be made once registration confirmed.
Payment details will be instructed in the registration process.

Full Course Fee : Member \$2000.00 Non Member \$3000.00 (Deadline: 16 Jul 2021)
Individual Session Fee : Member \$100.00 Non Member \$200.00 (Deadline: a week before class)
Required Funding Assistance (Deadline: 08 Jul 2021) Please refer to Page 01

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"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> Not Taking PPE
Monthly Basic Salary (this is mandatory if you are required funding)*: <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 2020 applicants & candidates taking PPE 2021, who will be accepted upon receipt of registration form. 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.

Course Schedule Form - APC 2021

Name: _____ Email: _____

If you are registering for **ALL 20 Classes & 4 Tutorial Session** of APC 2021, please tick in this box

If you are registering for **APC 2021 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	Monday, July 19, 2021	Larry Ng	
1	Monday, 26 July 2021	Theodore Chan	
2	Tuesday, 27 July 2021	Theodore Chan/ Darren Peter Benger	
3	Monday, August 2, 2021	Theodore Chan	
4	Tuesday, August 3, 2021	Richard Soon/Ho Swee Sun	
Tutorial 1 (1 day only)	Thursday, 5 August 2021	Theodore Chan	
	Friday, 6 August 2021	Wu Huei Siang	
5	Monday, August 16, 2021	Darren Peter Benger	
6	Tuesday, August 17, 2021	Darren Peter Benger	
7	Monday, August 23, 2021	URA (Pending)	
8	Tuesday, August 24, 2021	Magdaline Yeo	
9	Monday, August 30, 2021	Eng Yew Hoon	
10	Tuesday, 31 August 2021	Benjamin Towell/Chin Kim Hong	
11	Monday, September 6, 2021	Chan Yew Kwong	
Tutorial 2 (1 day only)	Thursday, 9 September 2021	Catherine Loke	
	Friday, 10 September 2021	Darren Benger Peter	
12	Monday, September 13, 2021	Theodore Chan	
13	Tuesday, September 14, 2021	Theodore Chan	
14	Monday, September 20, 2021	Darren Peter Benger	
15	Tuesday, 21 September 2021	Darren Peter Benger	
16	Monday, 27 September 2021	Darren Peter Benger	
17	Tuesday, 28 September 2021	Darren Peter Benger	
Tutorial 3 (1 day only)	Thursday, 7 October 2021	Darren Peter Benger	
	Friday, 8 October 2021	Theodore Chan	
18	Tuesday, October 05, 2021	Jason Lee	
19	Tuesday, 12 October 2021	Jason Lee	
Tutorial 4 (1 day only)	Thursday, 14 October 2021	Wu Huei Siang	
	Friday, 15 October 2021	Catherine Loke	
Session 20	Monday, 18 October 2021	Larry Ng	