

# May – Mid Oct 2024

## Synopsis

The Architectural Practice Course (APC) aims to prepare and equip candidates for the Professional Practice Examination (PPE). It is a mandatory training program for candidates enrolling for the Board of Architect's (BOA) PPE. The curriculum is specifically planned and designed to integrate theoretical principles with practical knowledge. The syllabus is based on a cross between the current PPE syllabus and the tutors' real-life experience and knowledge.

The course comprises 20 evening sessions and four tutorial classes and is conducted weekly for a total duration of 60 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 customized 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.

## Singapore Institute of Architects (SIA) and The Architects Academy (TAA)

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 Architects Academy (TAA) is a subsidiary of SIA. The Academy's objective is to be the bridge between architectural education between the architectural profession and the IHLs. The Academy provides courses and training for architects and fresh graduates and in the architecture profession.

APC 2024 will be conducted through online webinar tools. For good order and verification of attendance, it will be monitored and recorded. Participants who enter the webinar session after 8pm or leave before 8.30pm will be considered absent. However, do note that Session 0 as well as the tutorial sessions are physical.

Stage / Objective	Subject	Scope	Tutor/s / Dates
A. Miscellaneous Related Acts & Statutes	<b>SESSION 0 (in self-directed learning)</b>		
	1. Housing and Developers Act		
B. Professional Maturity	<b>SESSION 0</b>		
	1. Architects and the Law  2. The SIA Practice Management Framework	1. Introduction to APC  2. Regulation of Architects and statutory duties  3. The Architect's responsibilities and liabilities under common law  4. Introduction to the SIA Practice Management Framework	<b>BOA REGISTRAR, Ar Loke Su Im Catherine  Monday, 20 May 2024</b>
<p><b>Cross Reference to Current Syllabus for PPE:</b>            9.1.1: Architect's Act            9.2.1: Architect's Rules, Professional Conduct &amp; Ethics            9.2.2: Relevant SIA Publications            9.2.9: Related Industries, Forms of Architectural Practices, Office Administration and Management</p>			
C. Inception (Prepare general outline of requirements and plan future action)	<b>SESSION 1</b>		
	1. Overview of Architecture Practice  2. Establish Scope of Services required	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	<b>Ar Wong Wai Sung  Monday, 27 May 2024</b>

**SESSION 2**

1. Fee Calculator
2. Preparation of Fee Proposal and Service Agreement
3. Obtain in-principal appointment form client
4. Establish Overall Development Master Schedule

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.

**Ar Bengier Darren Peter**  
**Monday, 3 June 2024**

**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, Forms of Architectural Practices, Office Administration and Management

PMF Chapter 7.1, 7.2 & 7.3

<b>D. Feasibility</b>	<b>SESSION 3</b>		
	<ol style="list-style-type: none"> <li>1. Establish Client's Brief and user requirements in terms of space and operational needs</li>   <li>2. Carry-out Site &amp; Preliminary Investigation</li> </ol>	<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>   <li>7. Topographical Survey's, Measured Building Drawings, Site Plans, Site Photos</li>   <li>8. General Interpretation Plans (Roads, Drainage &amp; Sewerage Interpretation Plans)</li>   <li>9. Establish all applicable Authorities' planning parameters and constraints (URA, MINDEF, CAAS etc)</li>   <li>10. Identify all applicable Authorities Approvals to be obtained</li> </ol>	<p><b>Ar Wong Wai Sung</b></p> <p><b>Monday, 10 June 2024</b></p>

	<b>SESSION 4</b>		
	<ol style="list-style-type: none"> <li>1. Concept Design &amp; Deliverables</li> <li>2. Liaise and Revert to Client with functional, technical &amp; financial feasibility assessment statements for review and obtain Client's in-principal approval to proceed to next stage</li> </ol>	<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><b>Ar Richard Soon (7-8:30pm)</b></p> <p><b>Mr Ho Swee Sun (8:30-10pm)</b></p> <p><b>Tuesday, 18 June 2024</b></p>
	<p><b>Cross Reference to Current Syllabus for PPE:</b>  9.1.2: Singapore Statutes relevant To Architectural Profession</p> <p>PMF Chapter 8.1, 8.2 &amp; 8.3</p>		
<b>E. Outline Proposal</b>	<b>SESSION 5</b>		
	<ol style="list-style-type: none"> <li>1. Pre-consultation with relevant Authorities' to obtain principal comments and conditions; resolving any controversial principle issues</li> <li>2. Develop schematic design proposal options</li> </ol>	<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> <li>4. Minimum design output content of an outline concept: Structural grid <ul style="list-style-type: none"> <li>• layout plans</li> <li>• finishes</li> <li>• cost estimates</li> </ul> </li> <li>5. Conduct of Internal &amp; External Design Reviews to ensure compliance to Client's Requirements &amp; Design Brief- Determine user needs</li> </ol>	<p><b>Ar Bengier Darren Peter</b></p> <p><b>Monday, 24 June 2024</b></p>

	<p><b>Cross Reference to Current Syllabus for PPE:</b>  9.1.3: Codes, Regulations, Requirements of Various Authorities  9.1.4: Planning Act &amp; Related URA Regulations, Guidelines and Publications</p> <p>PMF Chapter 9.1 &amp; 9.2</p>		
<p><b>F. Planning Submission</b>  (Complete brief, decide on particular proposal, execute formal URA Submission)</p>	<p><b>SESSION 6</b></p>		
	<p>1. Preparing for and Executing Planning Submission to URA and Technical Departments</p>	<p>1. Final development of Brief and User Requirements</p> <p>2. Advancing the development of the design proposal for formal Planning Submission purposes incorporating:</p> <ul style="list-style-type: none"> <li>• compliances to Outline Provisional - Permission conditions</li> <li>• compliance to final brief and user requirements</li> <li>• corresponding revised cost estimates</li> </ul> <p>3. Present Client with Planning Submission design proposal for review and obtain approval to proceed to with Formal Planning Submission for WP</p> <p>4. Planning Submission Flow, Procedure, Implications and Guidelines</p> <p>5. Development Control, Regulations and Guidelines of Various Tech. Depts</p> <p>6. Outline Planning Application &amp; Other DC Stage Submissions</p> <p>7. Contents of DC Submission Plans</p>	<p><b>Ar Benger Darren Peter</b></p> <p><b>Monday, 1 July 2024</b></p>

	<b>SESSION 7</b>		
	<ol style="list-style-type: none"> <li>1. Technical Departments Guidelines and Plan Approval</li> <li>2. Procedure at Planning Submission Stage</li> </ol>	<ol style="list-style-type: none"> <li>3. Development Control, Regulations and Guidelines of URA</li> <li>4. Outline Planning Application &amp; Other Development Application Submissions</li> <li>5. Presentation of plan for DC to URA, Development Control Division</li> </ol>	<p><b>Ms Chan Li Ming (URA)</b></p> <p><b>Monday, 8 July 2024</b></p>
	<p align="center"><b>Cross Reference to Current Syllabus for PPE:</b></p> <p align="center">PMF Chapter 9.3</p>		
<p><b>G. Building Plan Submission</b> (Execute Building Plan Submission to BCA and other relevant Tech. Depts.)</p>	<b>SESSION 8</b>		
	<ol style="list-style-type: none"> <li>1. Preparing for and Executing Building Plan Submission to BCA and Tech. Depts.</li> <li>2. Tech Dept. Guidelines and Plan Approval Procedure at Building Plan Clearance Stage</li> </ol>	<ol style="list-style-type: none"> <li>1. Contents of BP Submission Plans</li> <li>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> </li> <li>3. Building Control, Regulations and Guidelines of Various Tech. Depts.</li> </ol>	<p><b>Ar Yeo Hui Hoon Magdaline</b></p> <p><b>Monday, 15 July 2024</b></p>
	<b>SESSION 9</b>		
	<ol style="list-style-type: none"> <li>1. Fire Safety &amp; Security</li> </ol>	<ol style="list-style-type: none"> <li>1. Fire Safety Act</li> <li>2. Fire Safety (Registered Inspector) regulations</li> <li>3. RI Audit Checks</li> <li>4. Fire Code 2018 overview</li> <li>5. Plans submission audit checks</li> <li>6. MAA &amp; A&amp;A</li> </ol>	<p><b>Ar Wong Wai Sung</b></p> <p><b>Monday, 22 July 2024</b></p>

<b>H. Green Mark and WHS</b>	<b>SESSION 10</b>		
	1. Green Mark, Buildable Design, Sustainable Construction	1. Buildable Design 2. BCA Green Mark	<b>Mr Chin Kim Hong (7-8:30pm)</b> <b>Ar Benjamin Henry Towell (8:30-10pm)</b> <b>Monday, 29 July 2024</b>
	<b>SESSION 11</b>		
	1. Workplace Health & Safety	1. Design For Safety	<b>Mr Chan Yew Kwong</b> <b>Monday, 5 August 2024</b>
<b>Cross Reference to Current Syllabus for PPE:</b>  9.1.5: Building Control Act, Codes, Regulations, Requirements of BCA Various Tech. Departments PMF chapter 10.1 & 10.2			
<b>I. Detail Design</b> (Obtain final decision on every matter related to design, specifications, construction, and cost)  <b>J. Product Information</b> (Prepare working drawings and other production information, make final detailed decisions to enable full documentation of design)	<b>SESSION 12</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	<b>Ar Wong Wai Sung</b> <b>Monday, 12 August 2024</b>

<b>K. Site Administration</b> (To administer site operations through to substantial completion)	<b>SESSION 13</b>		
	1. Site Administration	2. Requirement for, Procurement of and Duties of for COW, RE  3. 1st Site Meeting; Organization & Site Meeting Minutes  4. Handing-over site to Contractor  5. Insurances and permits required  6. Records  7. Instructions, Directions, Certifications of Payment  8. Inspections and Approvals  9. Site Progress Monitoring  10. Site Safety  11. Completion Inspections & Required Documentation  12. Handing-over back to Client  13. Other Site and Contract Administration Issues (Delays & EOT Assessment, LD, Final Accounts)  14. Organization & Site Meeting Minutes	<b>Ar Fong Hoo Cheong</b>  <b>Monday, 19 August 2024</b>
<b>Cross Reference to Current Syllabus for PPE:</b>  9.2.8: Project Management at Design-Drawing Production Stage			

<p><b>L. Tender Conditions</b> (Prepare and complete all information and arrangements for obtaining tender)</p> <p><b>M. Tender Action</b> (Inviting Bonafede tender, evaluation of submitted tenders, award of Tender)</p>	<b>SESSION 14</b>		
	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"> <li>• Structure of Contents</li> <li>• Tender Deposits</li> <li>• Issuing Tender Addenda</li> <li>• Opening Tender Offers</li> </ul> 5. Tender Action: <ul style="list-style-type: none"> <li>• Evaluation and Interviews</li> <li>• Report and Recommendation</li> </ul> 6. Letters of Acceptance and Letters of Intent	<p><b>Ar Bengier Darren Peter</b></p> <p><b>Monday, 26 August 2024</b></p>
	<p><b>Cross Reference to Current Syllabus for PPE:</b></p> <p>PMF Chapter 11.1, 11.2 &amp; 11.3</p>		
<p><b>N. Contract Administration</b> (To administer the contract operations through to substantial completion)</p>	<b>SESSION 15, 16, 17</b>		
	1. Contract Administration	2. Possession of Site and Commencement 3. Administration Matters 4. Instructions and Directions 5. Certificates and Role of Architect (as Certifier) 6. Notices and Conditions Precedent	<p><b>Ar Bengier Darren Peter</b></p> <p><b>Monday, 2 September 2024</b></p> <p><b>Monday, 9 September 2024</b></p> <p><b>Monday, 16 September 2024</b></p>

7. Programme
8. Extensions of Time, Liquidated Damages and Claims for Loss and Expense
9. Completion
10. Variations
11. Certifying Payments and Payment Protocol under Security of Payment Act (SOP Act)
12. Construction Insurance
13. Performance Bond
14. Termination and Post Termination Effects and Action (to complete the Works)
15. Defects, Effects of Maintenance Period and Defects Liability at Common Law
16. Key Differences between PSSCOC and SIA Forms of Contract
17. 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

<b>O. Procurement of TOP/CSC</b> (To obtain TOP-CSC)	<b>SESSION 18</b>		
	1. Procuring of TOP-CSC	2. Overall Procedure 3. TOP-CSC Activity Checklist 4. TOP-CSC Documentation 5. BCA TOP Requirements 6. Tech Dept. TOP Requirements 7. Registered Inspector matters	<b>Ar Siti Habibah Siraj</b>  <b>Monday, 23 September 2024</b>
<b>Cross Reference to Current Syllabus for PPE:</b> PMF Chapter 13.1, 13.2 & 13.3			
<b>P. Maintenance Period / Defects Liability</b> <b>Q. Closing-Out of Project</b>	<b>SESSION 19</b>		
	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	<b>Ar. Tan Swee Chin (Michelle)</b>  <b>Monday, 30 September 2024</b>
<b>Cross Reference to Current Syllabus for PPE:</b> 9.2.6: Building Contract – Post Contract Administration Issues  PMF Chapter 14			

Subject	Scope	Tutor
<b>Tutorial 1 – 2 days</b>		
Pre-Design & Concept Design Stages	<ol style="list-style-type: none"> <li>1. Discussion of Procurement/Checklist on deterring Project Budget</li> <li>2. Discussion on Pre-Design/Feasibility Study Checklist</li> </ol>	<b>Ar Siti Habibah Siraj (14 Aug) Wednesday</b> <b>Ar Wu Huei Siang (22 Aug) Thursday</b>
<b>Tutorial 2 – 2 days</b>		
Schematic Design & Design Development	<p>Discussion of authorities' requirement &amp; checklist for pre-design &amp; feasibility stage</p> <ol style="list-style-type: none"> <li>1. Institution</li> <li>2. Industrial</li> <li>3. Commercial</li> <li>4. Residential</li> </ol>	<b>Ar Loke Su Im Catherine (4 Sept) Wednesday</b> <b>Ar Benger Darren Peter (12 Sept) Thursday</b>
<b>Tutorial 3 – 2 days</b>		
Tender Procurement & Contract Administration	<ol style="list-style-type: none"> <li>1. Discussion on Outline Specification</li> <li>2. Discussion on Tender Drawing Register Checklist</li> <li>3. Mindset on Detailing</li> <li>4. Documentation in meetup minutes</li> </ol>	<b>Ar Benger Darren Peter (25 Sept) Wednesday</b> <b>Ar Siti Habibah Siraj (3 Oct) Thursday</b>
<b>Tutorial 4 – 2 days</b>		
Post Completion	<ol style="list-style-type: none"> <li>1. Discussion on TOP/CSC Checklist</li> <li>2. Discussion on Post Completion Administration</li> </ol>	<b>Ar Wu Huei Siang (9 Oct) Wednesday</b> <b>Ar Loke Su Im Catherine (17 Oct) Thursday</b>