

Architectural Practice Course (APC) 2025 Outline

Stage/Objective	Subject	Scope	Tutor / Date
	INTRODUCTORY SESSION		
A. Miscellaneous Related Acts & Statutes	Housing and Developers Act	1. Introduction to APC (BOA)	BOA Registrar
B. Professional Maturity	1. Architects and the Law. 2. The SIA Practice Management Framework	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	Ar. Loke Su Im Catherine Tuesday, 20 May 2025 / 7-10 pm / In-person Venue: Lifelong Learning Institute (LLI), Event Hall 2-1
	SESSION 1		
C. Inception (Prepare general outline of requirements and plan future action)	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	Ar. Wong Wai Sung Tuesday, 27 May 2025 / 7-10 pm / Online
	SESSION 2		
	1. Fee Calculator 2. Preparation of Fee Proposal and Service Agreement 3. Obtain an in-principal appointment from client 4. Establish an 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 Tuesday, 3 June 2025 / 7-10 pm / Online
	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		

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	SESSION 3		
D. Feasibility	1. Establish the Client's Brief and user requirements in terms of space and operational needs	1. Co-ordination meetings with Users and Consultants	Ar. Wong Wai Sung Tuesday, 10 June 2025 / 7-10 pm / Online
	2. Carry-out Site & Preliminary Investigation	2. Prompting engineers and consultants to ask the right questions	
		3. Conducting surveys, interviews, and 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	
		7. Topographical Survey, Measured Building Drawings, Site Plans, and 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	Ar. Richard Soon Tuesday, 17 June 2025 / 7-8.30 pm / Online
	2. Liaise and Revert to Client with functional, technical & financial feasibility assessment statements for review and obtain Client's in-principal approval to proceed to the next stage	2. Developing a Project Budget	
		3. Cost Estimation	Mr. Ho Swee Sun 8.30-10 pm / Online
	Cross Reference to Current Syllabus for PPE: 9.1.2: Singapore Statutes Relevant to Architectural Profession PMF Chapter 8.1, 8.2 & 8.3		
	SESSION 5		
E. Outline Proposal	1. Pre-consultation with relevant Authorities to obtain principal comments and conditions; resolving any controversial principle issues	1. Awareness of various channels and means for Pre-consultation (Internet, Meetings with Authorities etc)	Ar. Yeo Hui Hoon Magdaline Tuesday, 24 June 2025 / 7-10 pm / Online
	2. Develop schematic design proposal options	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, and Requirements of Various Authorities 9.1.4: Planning Act & Related URA Regulations, Guidelines and Publications PMF Chapter 9.1 & 9.2		

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	SESSION 6		
F. Planning Submission (Complete brief, decide on a particular proposal, execute formal URA Submission)	Preparing for and Executing Planning Submission to URA and Technical Departments	<ol style="list-style-type: none"> 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 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 	Ar. Bengier Darren Peter Tuesday, 1 July 2025 / 7-10 pm / Online
	SESSION 7		
	<ol style="list-style-type: none"> 1. Technical Department Guidelines and Plan Approval 2. Procedure at the Planning Submission Stage 	<ol style="list-style-type: none"> 1. Development Control, Regulations, and Guidelines of URA 2. Outline Planning Application & Other Development Application Submissions 3. Presentation of the plan for DC to URA, Development Control Division 	Ms Chan Li Ming (URA) Tuesday, 8 July 2025 / 7-10 pm / Online
	Cross Reference to Current Syllabus for PPE: PMF Chapter 9.3		
	SESSION 8		
G. Building Plan Submission (Execute Building Plan Submission to BCA and other relevant Tech. Depts.)	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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. 	Ar. Lem Yang Fong Tuesday, 15 July 2025 / 7-10 pm / Online
	SESSION 9		
	Fire Safety & Security	<ol style="list-style-type: none"> 1. Fire Safety Act 2. Fire Safety (Registered Inspector) regulations 3. RI Audit Checks 4. Fire Code 2018 overview 5. Plans submission of audit checks 6. MAA & A&A 	Ar. Wong Wai Sung Tuesday, 22 July 2025 / 7-10 pm / Online

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	SESSION 10		
H. Green Mark and WHS	Green Mark, Buildable Design, Sustainable Construction	1. Buildable Design	Mr Chin Kim Hong (agency) Tuesday, 29 July 2025 / 7-8.30 pm / Online
		2. BCA Green Mark	Ar. Benjamin Henry Towell 8.30-10 pm / Online
	SESSION 11		
	Workplace Health & Safety	Design For Safety	Mr Chan Yew Kwong (agency) Tuesday, 12 August 2025 / 7-10 pm / Online
	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		
	SESSION 12		
I. Detail Design (Obtain final decision on every matter related to design, specifications, construction, and cost) J. Product Information (Prepare working drawings and other production information, and 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 	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 the 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	Ar. Wong Wai Sung Tuesday, 19 August 2025 / 7-10 pm / Online
	SESSION 13		
K. Site Administration (To administer site operations through to substantial completion)	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	Ar. Fong Hoo Cheong Tuesday, 26 August 2025 / 7-10 pm / Online
	Cross Reference to Current Syllabus for PPE: 9.2.8: Project Management at Design-Drawing Production Stage		

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	SESSION 14		
L. Tender Conditions (Prepare and complete all information and arrangements for obtaining tender) M. Tender Action (Inviting Bonafede tender, evaluation of submitted tenders, award of Tender)	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	Ar. Benger Darren Peter Tuesday, 2 September 2025 / 7-10 pm / Online
	Cross Reference to Current Syllabus for PPE: PMF Chapter 11.1, 11.2 & 11.3		
	SESSION 15, 16, 17		
N. Contract Administration (To administer the contract operations through to substantial completion)	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. Program 7. Extensions of Time, Liquidated Damages, and Claims for Loss and Expenses 8. Completion 9. Variations 10. Certifying Payments and Payment Protocol under the 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	Ar. Benger Darren Peter Tuesday, 9 September 2025 / 7-10 pm / Online Tuesday, 16 September 2025 / 7-10 pm / Online Tuesday, 23 September 2025 / 7-10 pm / Online
	Cross Reference to Current Syllabus for PPE: 9.2.5: Building Contract – Contract Administration Issues PMF Chapter 12.1, 12.2 & 12.3		

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	SESSION 18		
O. Procurement of TOP/CSC (To obtain TOP-CSC)	Procuring of TOP-CSC	<ol style="list-style-type: none"> Overall Procedure TOP-CSC Activity Checklist TOP-CSC Documentation BCA TOP Requirements Tech Dept. TOP Requirements Registered Inspector matters 	Ar. Cheng Shun Ren Leon Tuesday, 30 September 2025 / 7-10 pm / Online
	Cross Reference to Current Syllabus for PPE: PMF Chapter 13.1, 13.2 & 13.3		
	SESSION 19		
P. Maintenance Period / Defects Liability L. Closing-Out of Project	<ol style="list-style-type: none"> Action during the Maintenance Period Formal closing-out of Project 	<ol style="list-style-type: none"> Defects Identification Defects rectification procedure, Method Statements and monitoring Maintenance Certificate Final Certificate Settlement of all Final Payments As-Built Drawings and Records Client's Feedback Lessons Learnt Putting back in the Learning Loop 	Ar. Siti Habibah Siraj Tuesday, 7 October 2025 / 7-10 pm / Online
	Cross Reference to Current Syllabus for PPE: 9.2.6: Building Contract – Post Contract Administration Issues PMF Chapter 14		

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Tutorial 1			
Pre-Design & Concept Design Stages	<div><div>1. Discussion of Procurement/Checklist on deterring Project Budget</div><div>2. Discussion on Pre-Design/Feasibility Study Checklist</div></div>	<div>Ar. Wu Huei Siang</div> <div>Thursday, 24 July 2025 / 1-6 pm / In-person</div> <div>Group A: 1.00 pm – 3.30 pm</div> <div>Group B: 3.45 pm – 6.15 pm</div> <div>Venue: SIA Theatrette, Level 3</div>	
Tutorial 2			
Schematic Design & Design Development	<div>Discussion of authorities' requirement & checklist for pre-design & feasibility stage</div> <div><div>1. Institution</div><div>2. Industrial</div><div>3. Commercial</div><div>4. Residential</div></div>	<div>Ar. Loke Su Im Catherine</div> <div>Friday, 22 August 2025 / 1-6 pm / In-person</div> <div>Group A: 1.00 pm – 3.30 pm</div> <div>Group B: 3.45 pm – 6.15 pm</div> <div>Venue: SIA Theatrette, Level 3</div>	
Tutorial 3			
Tender Procurement & Contract Administration	<div><div>1. Discussion on Outline Specification</div><div>2. Discussion on Tender Drawing Register Checklist</div><div>3. Mindset on Detailing</div><div>4. Documentation in meetup minutes</div></div>	<div>Ar. Benger Darren Peter</div> <div>Thursday, 25 September 2025 / 1-6 pm / In-person</div> <div>Group A: 1.00 pm – 3.30 pm</div> <div>Group B: 3.45 pm – 6.15 pm</div> <div>Venue: SIA Theatrette, Level 3</div>	
Tutorial 4			
Post Completion	<div><div>1. Discussion on TOP/CSC Checklist</div><div>2. Discussion on Post-Completion Administration</div></div>	<div>Ar. Siti Habibah Siraj</div> <div>Thursday, 16 October 2025 / 1-6 pm / In-person</div> <div>Group A: 1.00 pm – 3.30 pm</div> <div>Group B: 3.45 pm – 6.15 pm</div> <div>Venue: SIA Theatrette, Level 3</div>	