

SINGAPORE INSTITUTE OF SURVEYORS AND VALUERS
PROPERTY MANAGEMENT AND MAINTENANCE COURSE –INTAKE (B2/2013-2014)

LECTURE	PART ONE - TOPICS	DATE
01	Town Councils in Singapore	18 Oct 2013
02	Town Councils Legal Framework	25 Oct 2013
03	Introduction LT(S) Act – BMSM Act 2004 – Strata Management Legislation	1 Nov 2013
04	LT(S) Act & BMSM Act – Share Value & Subsidiary Proprietor	8 Nov 2013
05	LT(S) Act & BMSM Act – Developer, Management Corporation & Management Council	15 Nov 2013
06	LT(S) Act & BMSM Act – Managing Agent & Bye-Laws	22 Nov 2013
07	Other Legislation Governing Property Management I	29 Nov 2013
08	Other Legislation Governing Property Management II	6 Dec 2013
Dates of Examination : 10 Dec 2013 (Tues), 13 Dec 2013 (Fri), 17 Dec 2013 (Tues)		

LECTURE	PART TWO - TOPICS	DATE
01	Property Maintenance Management I	3 Jan 14
02	Property Maintenance Management II	10 Jan 14
03	Property Maintenance Management III	17 Jan 14
04	Common Building Defects I	21 Jan 14 (Tues)
05	Common Building Defects II	24 Jan 14
06	Facilities Maintenance	28 Jan 14 (Tues)
07	Maintenance Support Services	7 Feb 14
08	Fire Safety for Buildings	10 Feb 14 (Mon)
Dates of Examination: 21 Feb 2014 (Fri), 25 Feb 2014 (Tues), 28 Feb 2014 (Fri)		

LECTURE	PART THREE - TOPICS	DATE
01	Accounting for Property Management	7 Mar 14
02	Maintenance of Information System	14 Mar 14
03	Office Administration & Report Writing	21 Mar 14
04	Convening & Conduct of Meeting	28 Mar 14
05	Human Resource Management & Public Relations	4 Apr 14
06	Tender & Contracts Administration I	11 Apr 14
07	Contracts Administration II	15 Apr 14 (Tues)
08	Insurance for Property	25 Apr 14
Dates of Examination : 29 Apr 2014 (Tues), 6 May 2014 (Tues), 9 May 2014 (Fri)		



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Examination Topics

Exam	Topic (Part One)	Date
Paper 1	Town Councils in Singapore Town Councils Legal Framework	10 Dec 2013 (Tues)
Paper 2	Introduction LT(S) Act – BMSM Act 2004 – Strata Management Legislation LT(S) Act & BMSM Act – Share Value & Subsidiary Proprietor LT(S) Act & BMSM Act – Developer, Management Corporation & Management Council LT(S) Act & BMSM Act – Managing Agent & Bye-Laws	17 Dec 2013 (Tues)
Paper 3	Other Legislation Governing Property Management I Other Legislation Governing Property Management II	13 Dec 2013 (Fri)

Exam	Topic (Part Two)	Date
Paper 1	Property Maintenance Management I Property Maintenance Management II Property Maintenance Management III	21 Feb 2014 (Fri)
Paper 2	Common Building Defects I Common Building Defects II	25 Feb 2014 (Tues)
Paper 3	Facilities Maintenance Maintenance Support Services Fire Safety for Buildings	28 Feb 2014 (Fri)

Exam	Topic (Part Three)	Date
Paper 1	Accounting for Property Management Maintenance of Information System	29 Apr 2014 (Tues)
Paper 2	Office Administration & Report Writing Convening & Conduct of Meeting Human Resource Management & Public Relations	6 May 2014 (Tues)
Paper 3	Tender & Contracts Administration I Contracts Administration II Insurance for Property	9 May 2014 (Fri)

Course Fees: \$1,605 (incl GST)

*SDF assistance available. SDF Terms & Conditions apply. Please visit
www.skillsconnect.gov.sg for more information.

Venue: SISV Training Room
110 Middle Road
#09-00 Chiat Hong Building
Singapore 188968

Frequency: Fridays and occasionally Tuesdays and Monday
Time: 6.30 pm to 8.30 pm

Note:

- SISV reserves the right to re-schedule the dates of the lectures/examinations under circumstances beyond the Institute's control.
- Please visit www.sisv.org.sg for more information