

SINGAPORE INSTITUTE OF SURVEYORS AND VALUERS

PROPERTY MANAGEMENT AND MAINTENANCE COURSE –INTAKE (B1/2013)

LECTURE	PART ONE - TOPICS	DATE
01	Introduction LT(S) Act – BMSM Act 2004 – Strata Management Legislation	5 Apr 2013
02	LT(S) Act & BMSM Act – Share Value & Subsidiary Proprietor	12 Apr 2013
03	LT(S) Act & BMSM Act – Developer, Management Corporation & Management Council	19 Apr 2013
04	LT(S) Act & BMSM Act – Managing Agent & Bye-Laws	26 Apr 2013
05	Town Councils in Singapore	3 May 2013
06	Town Councils Legal Framework	10 May 2013
07	Other Legislation Governing Property Management I	14 May 2013
08	Other Legislation Governing Property Management II	17 May 2013
Dates of Examination : 21 May 2013 (Tues), 28 May 2013 (Tues), 30 May 2013 (Fri)		

LECTURE	PART TWO - TOPICS	DATE
01	Property Maintenance Management I	7 Jun 13
02	Property Maintenance Management II	14 Jun 13
03	Property Maintenance Management III	21 Jun 13
04	Common Building Defects I	28 Jun 13
05	Common Building Defects II	5 Jul 13
06	Facilities Maintenance	12 Jul 13
07	Maintenance Support Services	19 Jul 13
08	Fire Safety for Buildings	26 Jul 13
Dates of Examination: 30 Jul 2013 (Tues), 2 Aug 2013 (Fri), 6 Aug 2013 (Tues)		

LECTURE	PART THREE - TOPICS	DATE
01	Accounting for Property Management	16 Aug 13
02	Maintenance of Information System	23 Aug 13
03	Office Administration & Report Writing	30 Aug 13
04	Convening & Conduct of Meeting	6 Sept 13
05	Human Resource Management & Public Relations	13 Sept 13
06	Tender & Contracts Administration I	20 Sept 13
07	Contracts Administration II	24 Sept 13
08	Insurance for Property	27 Sept 13
Dates of Examination : 4 Oct 2013 (Fri), 8 Oct 2013 (Tues), 11 Oct 2013 (Fri)		



SINGAPORE INSTITUTE OF SURVEYORS AND VALUERS
PROPERTY MANAGEMENT AND MAINTENANCE COURSE – 2011 INTAKE

Examination Topics

Exam	Topic (Part One)	Dates
Paper 1	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	21 May 13 (Tues)
Paper 2	Town Councils in Singapore Town Councils Legal Framework	28 May 13 (Fri)
Paper 3	Other Legislation Governing Property Management I Other Legislation Governing Property Management II	30 May 13 (Tues)

Exam	Topic (Part Two)	Dates
Paper 1	Property Maintenance Management I Property Maintenance Management II Property Maintenance Management III	30 Jul 13 (Tues)
Paper 2	Common Building Defects I Common Building Defects II	2 Aug 13 (Fri)
Paper 3	Facilities Maintenance Maintenance Support Services Fire Safety for Buildings	6 Aug 13 (Tues)

Exam	Topic (Part Three)	Dates
Paper 1	Accounting for Property Management Maintenance of Information System	4 Oct 13 (Fri)
Paper 2	Office Administration & Report Writing Convening & Conduct of Meeting Human Resource Management & Public Relations	8 Oct 13 (Tues)
Paper 3	Tender & Contracts Administration I Contracts Administration II Insurance for Property	11 Oct 13 (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: Friday and occasionally Tuesday
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