

SINGAPORE INSTITUTE OF SURVEYORS AND VALUERS

PROPERTY MANAGEMENT AND MAINTENANCE COURSE – INTAKE (B2/2017)

COURSE AND EXAMS SCHEDULE (Tentative Dates)

LECTURE	PART ONE - TOPICS	DATE
01	Introduction LT(S) Act – BMSM Act 2004 – Strata Management Legislation	4 Jul 17 / Tues
02	LT(S) Act & BMSM Act – Share Value & Subsidiary Proprietor	7 Jul 17 / Fri
03	LT(S) Act & BMSM Act – Developer, Management Corporation & Management Council	11 Jul 17 / Tues
04	LT(S) Act & BMSM Act – Managing Agent & Bye-Laws	14 Jul 17 / Fri
05	Town Councils in Singapore	21 Jul 17 / Fri
06	Town Councils Legal Framework	28 Jul 17 / Fri
07	Other Legislation Governing Property Management I	4 Aug 17 / Fri
08	Other Legislation Governing Property Management II	8 Aug 17 / Tues
Dates of Examination : 15 Aug 2017 (Tues), 22 Aug 2017 (Tues) & 29 Aug 2017 (Tues)		

LECTURE	PART TWO - TOPICS	DATE
01	Property Maintenance Management I	5 Sept 17 / Tues
02	Property Maintenance Management II	8 Sept 17 / Fri
03	Property Maintenance Management III	15 Sept 17 / Fri
04	Common Building Defects I	19 Sept 17 / Tues
05	Common Building Defects II	22 Sept 17 / Tues
06	Facilities Maintenance	26 Sept 17 / Fri
07	Maintenance Support Services	29 Sept 17 / Fri
08	Fire Safety for Buildings	3 Oct 17 / Tues
Dates of Examination: 6 Oct 2017 (Fri), 13 Oct 2017 (Fri) & 20 Oct 2017 (Fri)		

LECTURE	PART THREE - TOPICS	DATE
01	Accounting for Property Management	24 Oct 17 / Tues
02	Maintenance of Information System	27 Oct 17 / Fri
03	Office Administration & Report Writing	31 Oct 17 / Tues
04	Convening & Conduct of Meeting	3 Nov 17 / Fri
05	Human Resource Management & Public Relations	7 Nov 17 / Tues
06	Tender & Contracts Administration I	10 Nov 17 / Fri
07	Contracts Administration II	14 Nov 17 / Tues
08	Insurance for Property	17 Nov 17 / Fri
Dates of Examination : 24 Nov 2017 (Fri), 1 Dec 2017 (Fri), & 8 Dec 2017 (Fri)		

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Examination Topics

Exam	Topic (Part One)	Date
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	15 Aug 2017 (Tues)
Paper 2	Town Councils in Singapore Town Councils Legal Framework	22 Aug 2017 (Tues)
Paper 3	Other Legislation Governing Property Management I Other Legislation Governing Property Management II	29 Aug 2017 (Tues)

Exam	Topic (Part Two)	Date
Paper 1	Property Maintenance Management I Property Maintenance Management II Property Maintenance Management III	6 Oct 2017 (Fri)
Paper 2	Common Building Defects I Common Building Defects II	13 Oct 2017 (Fri)
Paper 3	Facilities Maintenance Maintenance Support Services Fire Safety for Buildings	20 Oct 2017 (Fri)

Exam	Topic (Part Three)	Date
Paper 1	Accounting for Property Management Maintenance of Information System	24 Nov 2017 (Fri)
Paper 2	Office Administration & Report Writing Convening & Conduct of Meeting Human Resource Management & Public Relations	1 Dec 2017 (Fri)
Paper 3	Tender & Contracts Administration I Contracts Administration II Insurance for Property	8 Dec 2017 (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: Occasionally Tuesday and Fridays (see schedule)
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