

16<sup>th</sup> Intake

# CERTIFICATE IN CONTRACT ADMINISTRATION

## INTRODUCTION

Various standard forms of contract are used in the procurement of projects in the private and public sectors. Possessing clear understanding and knowledge of the standard forms available and their respective management and administration procedures and requirements will help mitigate problems and difficulties arising from poor contract administration leading to inevitable time delays, probable cost penalties and potential disputes.

This course will be of interest and relevance to all stakeholders in the development process such as developers, quantity surveyors, managing agents, project managers, superintending officers, architects, engineers, construction managers, contracts managers and executives, contractors and sub-contractors including specialist contractors and suppliers of construction materials and products.

## COURSE OBJECTIVES

The SIA Standard Form, currently in its 9<sup>th</sup> edition, and the PSSCOC 2014 Standard Form are widely used in the private and public sectors respectively for traditionally procured projects.

Under the standard forms, the Employer is required to appoint an Architect or Superintending Officer to administer the contract on his behalf with the assistance of other professionals, and to issue and/or receive notices, directions, proposals, instructions and certificates. The administrative procedures must be followed strictly, and in this regard, owners, project managers, consultants, contractors, sub-contractors and industry practitioners have to understand the meaning and implications of the contract provisions and appreciate what is expected of them as empowered by the conditions.

In addition, practitioners entrusted with the responsibility for contract administration are also required to adhere closely to procedures and timelines in the management and issuance of notices, directions, instructions, certificates, etc. With the Building and Construction Industry Security of Payment Act 2004 (SOP) which came into operation on 1 April 2005, the course includes, as an overview, the practice implications and protocols on making claims for and responses to payment applications.

The course is designed and structured to cover key aspects of contract administration and how these are and should be addressed within the SIA and PSSCOC contractual framework.

### ◆ CPD Credit:

**SISV, QS Division = 40 points**  
**SIA-BOA = 6 points**  
**Qualified for 32 PDUs by PEB**

### ◆ Admission Requirements:

**For practitioners in real estate and built environment industry**

### ◆ Assessment Methods

**A Certificate in Contract Administration will be awarded by SISV to candidates who have attended at least 75% of the course and upon successful completion of a written examination.**



**18 July 2016 — 29 September 2016**  
**(Mondays & Thursdays)**  
**Time: 6:30pm – 8:30pm**  
**Self Study week:**  
**19—23 September 2016**  
**Revision :**  
**26 September 2016**  
**Written Examination:**  
**29 September 2016**

# CERTIFICATE IN CONTRACT ADMINISTRATION

## ◇ COURSE OUTLINE

- Week 1: Roles and duties of architect, superintending officer, quantity surveyor and project manager; contractor's obligations; administration principles.
- Week 2 & 3: Instructions, certificates and notices; commencement and completion; extension of time and liquidated damages.
- Week 4: Variations and payments including Security of Payment (SOP) payment protocols.
- Week 5 to 7: Defects, indemnities and liabilities; construction insurance, bonds and guarantees;
- Week 8: Overview of dispute resolution processes.

## ◇ COURSE SCHEDULE

Week	Date	Topic
1	Monday / 18 July 2016	<input type="checkbox"/> Agent and Certifier <input type="checkbox"/> Architect / SO / QS / Project Manager: Roles and Duties <input type="checkbox"/> Contractor's Obligations and Responsibilities <input type="checkbox"/> Administration Matters <input type="checkbox"/> Contract Documents and Documentation Priority
	Thursday / 21 July 2016	
2	Monday / 25 July 2016	<input type="checkbox"/> Instructions <input type="checkbox"/> Certificates <input type="checkbox"/> Notices and Conditions Precedent
	Thursday / 28 July 2016	
3	Monday/ 1 August 2016	<input type="checkbox"/> Programme <input type="checkbox"/> Possession of Site and Commencement <input type="checkbox"/> Extension of Time and Liquidated Damages <input type="checkbox"/> Loss and Expense d
	Thursday/ 4 August 2016	
4	Thursday / 11 August 2016	<input type="checkbox"/> Completion <input type="checkbox"/> Variations <input type="checkbox"/> Discrepancies <input type="checkbox"/> Payments including Security of Payment (SOP) Payment Protocol
	Monday / 15 August 2016	
5	Thursday / 18 August 2016	<input type="checkbox"/> Construction Insurance – Contract Provisions <input type="checkbox"/> Insurance Programmes <input type="checkbox"/> Performance Bonds
	Monday / 22 August 2016	
6	Thursday / 25 August 2016	<input type="checkbox"/> Termination for and without Default <input type="checkbox"/> Effect of Maintenance / Defects Liability Period
	Monday / 29 August 2016	
7	Thursday / 1 September 2016	<input type="checkbox"/> Effects of Termination <input type="checkbox"/> Indemnities and Warranties <input type="checkbox"/> Liability under Common Law
	Monday / 5 September 2016	
8	Thursday / 8 September 2016	<input type="checkbox"/> Overview of Dispute Resolution Processes
	Thursday / 15 September 2016	
9	19 September 2016 — 23 September 2016	<input type="checkbox"/> Self-Study Week
10	Monday / 26 September 2016	<input type="checkbox"/> Revision and General Discussion
	Thursday / 29 September 2016	<input type="checkbox"/> <b>EXAMINATION</b>

# CERTIFICATE IN CONTRACT ADMINISTRATION

## ◇ COURSE FEE

- \$ 1,016.50 - SISV member or Staff of Member Firms
- \$ 1,284.00 - CIJC Member (*applicable to SIA, SIBL, SCAL, IES, REDAS, SPM, ACES*), AIQS, BoA, PEB, RICS
- \$ 1,605.00 - Non-Member

*All fees quoted are inclusive of GST.*

## ◇ SKILLS DEVELOPMENT FUND (SDF) TRAINING ASSISTANCE

SDF training grant of \$68 per trainee is available to company-sponsored participants (Singaporeans or Singapore Permanent Residents). The application will be subjected to SDF's requirements and consideration, on a case-by-case basis. Application to SDF has to be made at least one (1) working day before commencement of the course.

## ◇ PAYMENT MODE

- ◆ By Cheque Crossed cheque payable to "**Singapore Institute of Surveyors and Valuers**". Please indicate your name, company and date of seminar on the back of the cheque.
- ◆ Via ibanking/Bank transfer. Details as follows: **DBS current account no: 007 005007 0**. Please include the invoice number when transferring.
- ◆ Invoice company

## ◇ VENUE (subject to change)

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

## ◇ APPLICATION PROCEDURE

All applications must be submitted with the following:

1. Completed application form\*
2. One recent passport-size photograph
3. Photocopies of academic qualifications
4. Requisite payment\*\*



Cheques must be made payable to "**SINGAPORE INSTITUTE OF SURVEYORS AND VALUERS**"

\* As attached. Application forms are also obtainable from SISV or via [www.sisv.org.sg](http://www.sisv.org.sg)

\*\* Requisite payment includes all fees quoted under Course Fee.

## ◇ PENALTY FOR WITHDRAWAL

Notice	Penalty
Written notice of withdrawal received <i>more than two weeks</i> before commencement of the course	25% of full course fees
Written notice of withdrawal received <i>less than two weeks</i> before	100% of full course fees

## ◇ REPLACEMENT

Fees paid are not refundable under any circumstances. If you are unable to attend the course, please inform us in writing at least 2 weeks before commencement of course, otherwise full payment is still applicable even if you did not turn up for the course. In the case of a CIJC or non-member replacing a member (within the same company), the CIJC or non-member will have to pay the fee difference.

SISV reserves the right to amend the course details, revise the course fee without prior notice, to cancel or postpone the course due to unforeseen circumstances.

## ◇ COURSE ENQUIRIES

For course enquiries and registrations, please contact:

Dina Abdullah

☎ : 64240286

✉ : [dina@sisv.org.sg](mailto:dina@sisv.org.sg)

**Note:** The Institute reserves the rights to cancel or postpone the course.

**APPLICATION FOR CERTIFICATE IN CONTRACT ADMINISTRATION (16<sup>th</sup> Intake)**

**18 July 2016–29 September 2016**

Category ☐ SISV Member / Staff of Member Firms

(Please tick) ☐ CIJC (SIA, IES, SCAL, SIBL, SPM, REDAS, ACES), AIQS, BoA, PEB, RICS

☐ Non-Member

Attached a recent  
passport-size  
photograph

**Applicant Information-----**

Applicant Information collected in this form is solely for the purpose of processing your application for enrolment.

Name as in NRIC/Passport (underline surname) Mr / Mrs / Miss			English Name (if any)	
NRIC/FIN No	Date of Birth	Citizenship	Gender : Male / Female	
Company		Designation		
Address (O)				
Address (H)				
Email Address# (compulsory)		Handphone	Phone (O) / (H)	

# All communications shall be through email.

**Academic Information (Certified true copies of your academic certificates must be submitted with this form)**

Institution	Year	Full-time / Part-time	Qualifications Achieved

**Employment History**

Organization	Length of Service	Position Held

**Registration / Payment**

Course Fee per Trainee		SDF Assistance Per Trainee	Pay to SISV
Member or Staff of SISV Member Firms	\$ 1,016.50 (Incl GST)	\$68	<b>\$ 948.50</b>
CIJC Member	\$1,284.00 (Incl GST)		<b>\$1,216.00</b>
Non Member	\$1,605.00 (Incl GST)		<b>\$1,537.00</b>

**SPONSORED BY COMPANY: YES / NO**

**APPLY SDF: YES / NO**

(Please provide Company endorsement letter if participant is sponsored by Company and/or applying for SDF Assistance)

**\*NOTE:**

- ◆ Full payment must be made before commencement of course.
- ◆ Company sponsoring their employee/staff applying for SDF Assistance must enroll online with SDF Easy Net 30 days before/or after commencement of course. Otherwise they will not be eligible for any SDF Assistance.

Employer's Name & Signature  
Date:

Company Stamp

Applicant's Signature  
Date:

**For Official Use**

Batch # \_\_\_\_\_ Cheque: \_\_\_\_\_ Amount: \_\_\_\_\_ Official Receipt: \_\_\_\_\_