

# Certificate in Cost Management & Estimating

Every Monday & Thursday  
(12 January 2015— 30 March 2015)  
Time: 6: 30pm to 8: 30pm  
Venue: SISV Training Room\*

3<sup>rd</sup> Intake

**CPD Credit:** SISV, QS Division = 40 points;  
SIA-BOA = 4 points  
PEB = pending

## INTRODUCTION

The design and construction of building projects is highly complex and demanding process involving multiple disciplines such as architecture, civil and structural engineering, mechanical and electrical engineering, quantity surveying and construction. Delivering a project of high complexity within the right cost budget, time schedule and quality is critical in meeting client's project objectives. Cost management and estimating provides project owners, developers, consultants and contractors the certainty and economy of cost over the life cycle of a building with the use of cost modeling, planning and management techniques.

The Certificate in Cost Management and Estimating covers the basic principles relating to estimating of items of the works to be undertaken on construction projects. Major topics are quantitative techniques in cost analysis, cost planning and approximate estimating. The principles governing the pricing of items and building up rates for items of works including structural, architectural and M&E works are also covered.

## COURSE OBJECTIVES

The course is designed and structured to cover the following key aspects of cost management and estimating:

### \* Cost planning and Control Techniques

The need for cost planning and control, budgets and budgetary control, owner's feasibility studies, project cash flow forecasting; Principles and techniques of cost planning during inception, scheme design stages including elemental cost analysis and planning. Contractor's cost control over contract costs, price changes and variation orders.

### \* Cost Estimating

Fundamentals of cost estimating involving cost data, cost indices and construction cost relating to time value. Owner's development cost estimation involving construction cost, land cost and values, infrastructure and social development and project financing cost; Contractor's cost estimation including preliminaries, cost of materials, labour, hire or purchase of mechanical plant, preparation of cost estimation for structural works, architectural works and M&E works including Fire, ACMV, Lift, Escalator, Electrical, Plumbing, etc.

### \* Life Cycle Costing, Value Engineering and Sustainable Economics

An understanding of life cycle costing (LCC), its purpose and technique; The history of value analysis, Areas of application, principles, definitions and methodology of value engineering; The impact of new legislation for environmental sustainability on LCC for sustainable development.

## Admission Requirements

The admission requirements are as follows: For practicing professionals in real estate and construction industry.

## Course Schedule

Week	Date	Topic	Lecturer
1	12 Jan 15 (Mon)	<b>Total Development Cost</b>	Goh Ngan Hong
	15 Jan 15 (Thurs)	<b>Appraisal / Feasibility Studies</b> ★ Introduction ★ Techniques	
2	19 Jan 15 (Mon)	<b>Cost Benefit Analysis</b>	Goh Ngan Hong
	22 Jan 15 (Thurs)	<b>Principle of Valuation / Change Management (Variations) / Cash Flow</b>	See Choo Lip
3	26 Jan 15 (Mon)	<b>Design Economics</b> ★ Introduction ★ Assessing balance between Time, Cost and Quality ★ Design decisions Affecting Cost	Goh Ngan Hong
	29 Jan 15 (Thurs)	<b>Life Cycle Costing</b>	
4	2 Feb 15 (Mon)	<b>Cost Planning</b> ★ Introduction ★ Techniques ★ Brief Stage, Outline Proposal Stage, Sketch Design Stage, Documentation Stage	Goh Ngan Hong
	5 Feb 15 (Thurs)		
5	9 Feb 15 (Mon)	<b>Approximate Quantities and Elemental Estimating</b> ★ Applied Cost Planning & Measurement Of Areas ◆ Introduction, measuring and pricing Approximate Quantities ★ Preparing The Elemental Cost Plan ◆ Costing Alternatives ★ Introduction to Elemental Estimating ★ Adjusting Elemental Costs ★ Comparing Cost Analyses	Goh Ngan Hong
	12 Feb 15 (Thurs)		
6	16 Feb 15 (Mon)	<b>Value Management / Estimating</b> ★ SMM ★ Output rate, labour constants & other data ★ Costs of Material, Labour and Plant, Overhead and profit ★ Preliminaries ★ Structural Works ★ Architectural Works	Ho Swee Sun
	26 Feb 15 (Thurs)		See Choo Lip
7 & 8	2 Mar 15 (Mon)	<b>Estimating</b> ★ M&E Works – Fire, ACMV, Lift, Escalator, Electrical, Plumbing, etc.	Sunny Li
	5 Mar 15 (Thurs)		
	9 Mar 15 (Mon)		
	12 Mar 15 (Thurs)	<b>Sustainable Economics</b>	Goh Ngan Hong
9	16—20 Mar 15	Self– study Week	
10	23 Mar 15 (Mon)	Revision	All Lecturers
11	30 Mar 15 (Mon)	Examination	

\* 19—20 Feb 2015 : PH (Chinese New Year)

## Assessment Methods

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

# Certificate in Cost Management & Estimating

## 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*)
- \$ 1,605.00 - Non-Member

## 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

- ◆ Via ibanking/Bank transfer. Details as follows: **DBS current account no: 007 005007 0**. Please include the invoice number when transferring.
- ◆ 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.
- ◆ 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 Fees.

## 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 commencement of the course	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 week 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)

**SINGAPORE INSTITUTE OF SURVEYORS & VALUERS**

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

Tel: 65 62223030 Fax: 65 62252453

Email : sisv.info@sisv.org.sg Website: www.sisv.org.sg

**APPLICATION FOR CERTIFICATE IN COST MANAGEMENT AND ESTIMATING COURSE**  
(3<sup>rd</sup> Intake); 12 January 2015 – 30 March 2015*Attached a recent  
passport-size  
photograph*

- Category  SISV Member / Staff of Member Firms  
 (Please tick)  CIJC (SIA, IES, SCAL, SIBL, SPM, REDAS, ACES)  
 Non-Member

**Applicant Information**-----

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

*I hereby consent to SISV and/or its Divisions collecting, using, disclosing and/or processing my personal data for purposes of its membership administration and its events marketing. 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**

Organisation	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:**

- ◆ The Institute reserves the rights to cancel or postpone the course.
- ◆ 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 at least one working day before commencement of course. Otherwise they will not be eligible for any SDF Assistance.
- ◆ Please complete Form SEN 2C if Companies without access to the internet applying for SDF Assistance. This form must be submitted at least one working day before commencement of course.
- ◆ Please refer to page 3 for Payment Mode.

Employer's Name & Signature  
Date:

Company Stamp

Applicant's Signature  
Date:

**For Official Use**

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