



Singapore Institute of
Surveyors and Valuers

CERTIFICATE COURSE IN CONTRACT ADMINISTRATION

**Every Mondays & Wednesdays
Time : 6:30pm to 8:30pm
Venue: SISV Training Room
110 Middle Road #09-00 Chiat Hong Building**

CPD Units : 40 Units (Applicable to Members of QS Division)
6 Points (Applicable to Members of SIA and BOA)
32 PDU's (Applicable to Member of IES and PEB)

Organised By:

QS Division

Singapore Institute of Surveyors & Valuers
110 Middle Road #09-00 Chiat Hong Building Singapore 188968
Mainline : 6222 3030 Fax : 6225 2453
Website : <http://www.sisy.org.sg>

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 7th edition, and the PSSCOC 2008 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.

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 STRUCTURE AND DURATION

- Classes : Weeks 1 to 8 (Mondays and Wednesdays, 6:30pm – 8:30pm);
*Lesson on 20 Aug 2012 (Public Holiday) has been changed to 24 Aug 2012.
- Private Study : Week 9.
- Revision : Week 10
- Written Examination: Week 11

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.

ADMISSION REQUIREMENTS

The admission requirements are as follows:

- Diploma in a construction related discipline; or
- At least 5 years' relevant work experience.

SKILLS DEVELOPMENT FUND (SDF) TRAINING ASSISTANCE

Company-sponsored participants (Singaporeans or Singapore Permanent Residents) may apply directly to SDF for training grants. The application will be subjected to SDF's requirements and consideration, on a case-by-case basis. Application to SDF has to be made atleast one(1) working day before commencement of the course.

COURSE FEE

\$ 1,016.50	- SISV member or Staff of Member Firms
\$ 1,284.00	- CICJ Member (<i>applicable to SIA, SIBL, SCAL, IES, REDAS, SPM, ACES</i>)
\$ 1,605.00	- Non-Member

SDF Assistance available! (Terms & Conditions applies)

*All fees quoted are inclusive of GST.

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. Two recent passport-size photographs
3. Certified true copies of academic certificates (where applicable)
4. Requisite payment**

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

* Application forms are obtainable from SISV or the SISV website: 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.

ADMINISTRATIVE DETAILS

For enquiry, contact:

Mr Xavier Shee Tel: 64240273
Ms Manisah Jalil Tel : 64240272

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