

**SINGAPORE INSTITUTE OF SURVEYORS AND VALUERS**  
PROPERTY MANAGEMENT AND MAINTENANCE COURSE – 02 / 2011 INTAKE

LECTURE	PART ONE - TOPICS	DATE
01	Introduction LT(S) Act – BMSM Act 2004 – Strata Management Legislation	14 OCT 11 (FRI)
02	LT(S) Act & BMSM Act – Share Value & Subsidiary Proprietor	21 OCT 11 (FRI)
03	LT(S) Act & BMSM Act – Developer, Management Corporation & Management Council	28 OCT 11 (FRI)
04	LT(S) Act & BMSM Act – Managing Agent & Bye-Laws	04 NOV 11 (FRI)
05	Town Councils in Singapore	11 NOV 11 (FRI)
06	Town Councils Legal Framework	18 NOV 11 (FRI)
07	Other Legislation Governing Property Management I	25 NOV 11 (FRI)
08	Other Legislation Governing Property Management II	02 DEC 11 (FRI)
<b>Dates of Examination : 09 DEC 11 (FRI), 13 DEC 11 (TUE) AND 16 DEC 11 (FRI)</b>		

LECTURE	PART TWO - TOPICS	DATE
01	Property Maintenance Management I	06 JAN 12 (FRI)
02	Property Maintenance Management II	13 JAN 12 (FRI)
03	Property Maintenance Management III	20 JAN 12 (FRI)
04	Common Building Defects I	27 JAN 12 (FRI)
05	Common Building Defects II	03 FEB 12 (FRI)
06	Facilities Maintenance	10 FEB 12 (FRI)
07	Maintenance Support Services	17 FEB 12 (FRI)
08	Fire Safety for Buildings	24 FEB 12 (FRI)
<b>Dates of Examination: 02 MAR 12 (FRI), 06 MAR 12 (TUE) AND 09 MAR 12 (FRI)</b>		

LECTURE	PART THREE - TOPICS	DATE
01	Accounting for Property Management	16 MAR 12 (FRI)
02	Maintenance of Information System	23 MAR 12 (FRI)
03	Office Administration & Report Writing	30 MAR 12 (FRI)
04	Convening & Conduct of Meeting	06 APR 12 (FRI)
05	Human Resource Management & Public Relations	13 APR 12 (FRI)
06	Tender & Contracts Administration I	20 APR 12 (FRI)
07	Contracts Administration II	27 APR 12 (FRI)
08	Insurance for Property	04 MAY 12 (FRI)
<b>Dates of Examination : 11 MAY 11 (FRI), 15 MAY 12 (TUE) AND 18 MAY 12 (FRI)</b>		



**SINGAPORE INSTITUTE OF SURVEYORS AND VALUERS**  
PROPERTY MANAGEMENT AND MAINTENANCE COURSE – 02 / 2011 INTAKE

**Examination Topics**

<b>Exam</b>	<b>Topic (Part One)</b>	<b>Date</b>
<b>Paper 1</b>	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	09 Dec11 (Fri)
<b>Paper 2</b>	Town Councils in Singapore Town Councils Legal Framework	13 Dec 11 (Tue)
<b>Paper 3</b>	Other Legislation Governing Property Management I Other Legislation Governing Property Management II	16 Dec 11 (Fri)

<b>Exam</b>	<b>Topic (Part Two)</b>	<b>Date</b>
<b>Paper 1</b>	Property Maintenance Management I Property Maintenance Management II Property Maintenance Management III	02 Mar 12 (Fri)
<b>Paper 2</b>	Common Building Defects I Common Building Defects II	06 Mar 12 (Tue)
<b>Paper 3</b>	Facilities Maintenance Maintenance Support Services Fire Safety for Buildings	09 Mar 12 (Fri)

<b>Exam</b>	<b>Topic (Part Three)</b>	<b>Date</b>
<b>Paper 1</b>	Accounting for Property Management Maintenance of Information System	11 May 11 (Fri)
<b>Paper 2</b>	Office Administration & Report Writing Convening & Conduct of Meeting Human Resource Management & Public Relations	15 May 12 (Tue)
<b>Paper 3</b>	Tender & Contracts Administration I Contracts Administration II Insurance for Property	18 May 12 (Fri)

**Course Fees: \$1,605 (incl GST)**

\*SDF assistance available. SDF Terms & Conditions apply. Please visit  
[www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg) for more information.

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

**Frequency: Every Fridays, Some exam papers conducted on Tuesdays.**

**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](http://www.sisv.org.sg) for more information*