



Course Syllabus

Module 1 – Legislations (to be conducted by BCA)

<https://www.bcaa.edu.sg/what-we-offer/courses/online-courses?CourseId=8f86ee51-a6f8-468e-b5f9-cf5b22a651a9>

Module 2 – Application of BMSMA

Module 3 – Building Services and Maintenance

Module 4 – Communication and Office Administration



Certificate in Managing Agent Practice

A Requisite Course for Managing Agent Accreditation Scheme

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Learning Outcome

Module 1 - Legislations

Module 2 - Application of BMSMA

- a) Introduction to BMSMA
- b) Understanding key terms, concept and vested parties
- c) Role, power and responsibilities of stakeholders
- d) Operational issues – AGM, passing resolutions, election of council etc.
- e) Understand the role of Commissioner of Buildings, and Strata Titles Board

Module 3 - Building Services and Maintenance

- a) Understand the requirements for security, cleaning and waste management and develop the SOPs for them
- b) Understand the pros and cons for various types of contract
- c) Appreciate the needs for pest control, water, sanitary and plumbing system
- d) Ability to identify/ determine common building defects

Module 4 – Communication and Office Administration

- a) Handling feedback and communication with stakeholders
- b) Resolving disputes through mediation and other avenues
- c) Tendering procedures and office support
- d) Basic contract management and financial skills

Examination Format

For each module participants to answer questions comprising long essay and short questions. Two-hour examination (total 100 marks)

Withdrawals

For course withdrawals, participants will need to notify via email. Course fees will be charged accordingly.

Fees

Module and Examination Fees

Course fees (inclusive of registration) for 3 modules (e-learning) conducted by SISV Academy in conjunction with APFM.

For members and non-members - \$1,500

Module 2 (Application of BMSMA) (18 hours)

Module 3 (Building Services and Maintenance) (18 hours)

Module 4 (Communication and Office Administration) (15 hours)

Examination fees per module - \$50 for members; \$150 for non-members

Examination fees per module for retest - \$80 for members and non-members

Only one-time retest allowed for each module. If failed, required to pay full fee for module and go through full training before taking exam for the 3rd time and beyond.

Course re-registration fee – The course period for each module is 3 months after which the e-learning system will be logged-out. To reactivate the e-learning course, a re-registration for the course is required at the following fees:

- a) **\$80 per module** (if re-register for the course is within less than 2 calendar months of the logged-out date); and
- b) **\$120 per module** (if re-register for the course is more than 2 calendar months after the logged-out date)

Delivery & Duration

This certificate course is designed to cover 3 Modules, comprising lecture notes, self-assessment MCQ, and other modes of delivery.

E-learning period starting 13 Jan 2025 for Modules 2, 3 and 4	
Revision (2-4pm)	* 17 Mar, 19 May, 14 Jul 25, 15 Sep 25 Module 2 * 19 Mar, 21 May, 23 Jul 25, 17 Sep 25 Module 3 * 21 Mar, 23 May, 18 Jul 25, 19 Sep 25 Module 4
Examination (2-4pm)	* 24 Mar, 26 May, 21 Jul 25, 22 Sep 25 Module 2 * 26 Mar, 28 May, 30 Jul 25, 24 Sep 25 Module 3 * 28 Mar, 30 May, 25 Jul 25, 26 Sep 25 Module 4

*The Organiser reserves the right to alter the programme or cancel as may be necessary. In the event of any alteration or cancellation, participants will be duly notified.

*You may also refer to e-learning hub under the classes for the revision and examination schedules ([Course - eLearning Hub](#))

Click [HERE](#) for registration

Venue: SISV ACADEMY
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