



## 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

### Enquiries:

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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 cos 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 3<sup>rd</sup> 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 <b>Module 2</b> * 19 Mar, 21 May, 23 Jul 25, 17 Sep 25 <b>Module 3</b> * 21 Mar, 23 May, 18 Jul 25, 19 Sep 25 <b>Module 4</b>
Examination (2-4pm)	* 24 Mar, 26 May, 21 Jul 25, 22 Sep 25 <b>Module 2</b> * 26 Mar, 28 May, 30 Jul 25, 24 Sep 25 <b>Module 3</b> * 28 Mar, 30 May, 25 Jul 25, 26 Sep 25 <b>Module 4</b>

\*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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