

# Diploma in Property and Facility Management



## Supported by APFM

**Course fee: S\$8,750.00 (No GST)**

**Course Commencement: January 2021 subject to enrolment**

### **Approved Course for SkillsFuture Study Award (S\$5,000)**

The SkillsFuture Study Award is a monetary award of S\$5,000 (subject to approval by the relevant authorities on their terms and conditions) to help Singaporeans.

**Course Fee with SkillsFuture Study Award S\$3,750.00  
(Subject to the above terms and conditions)**

**Course fees payable in 12 instalments (payable over 2 years)**



## Course Syllabus

Module 1 – Building Technology

Module 2 – Building Services

Module 3 – Building and Facility  
Maintenance Management

Module 4 – Workplace Safety and Health

Module 5 – Environmental Health - Pest  
Management

Module 6 – Landscape Management

Module 7 – Contract Law and Law of  
Torts

Module 8 – Land Law and Planning Law

Module 9 – Legislations relating to  
Property Management

## Course Introduction

Property and Facility Management is increasingly gaining importance in the property and building industry, buoyed by the growing numbers of high-rise, cluster and strata developments both in the private and public sectors in Singapore and globally. This transcends across all sectors of real estate, be it residential, commercial, industrial, warehousing as well as integrated mixed developments. With the rising trend towards more high-tech facility management, green technologies and renewable energy in the built environment, there is a critical need for professionals who are proficient technically to manage, maintain and operate these buildings and developments for optimal performance.



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Module 10 – Management of Organisations and Human Resources

Module 11 – Accounting and Finance

Module 12 – Management of Maintenance Contracts

Module 13 – Property Management

Module 14 – Strata Title and Town Council Management

Module 15 – Conflict Management

## Course Objectives

This 24-month part-time diploma programme aims to equip the students with a comprehensive understanding, knowledge and skills of the different aspects of property and facilities management – ranging from construction processes, building, mechanical and electrical services, landscape management, management of property facilities, energy management, contract management, legal matters to management of people and organisations, and various aspects of modern property management.

At the end of the course, the candidates would gain a comprehensive knowledge in property and facility management and be equipped with the necessary skills and expertise in this field. Upon graduation, the candidates would have the added competitive edge and be competent technically and operation-ready in handling various aspects of property and facility management.

### LEARNING OUTCOME

The syllabus structure provides a structured desired learning outcome expected for candidates for each module of the study, and the skill sets required through an appropriate examination and testing conducted for each core area of the syllabus:

<b>Level 1 Knowledge Acquisition</b>	Focuses on laying the foundation for essential knowledge on property and facility management. Candidates acquire the basic terminologies used and the laws/ rules/ regulations/ practice guidelines and procedures imposed by the relevant authorities and used in the industry.
<b>Level 2 Understanding</b>	Candidates acquire understanding and appreciation of the various requirements in property and facility management.
<b>Level 3 Application</b>	Candidates are able to make use of the knowledge and skill sets acquired and apply in practical real-life situations.

**DELIVERY & DURATION**

This Professional Diploma course is designed to cover 15 Modules, comprising lectures, tutorials, assignments, field trips, case studies and other modes of delivery.

<b>Duration</b>	225 days of 3 hours each session (total 675 hours)
<b>Time</b>	6.30pm to 9.30pm (Mondays, Wednesdays & Fridays) or 9.30am to 12.30pm (Selected Saturdays where applicable)

Candidates will need to fulfill at least 75% attendance before being able to qualify to sit for the examination. Make up classes will be subject to availability.

**ASSESSMENT**

The examination will consist of one written paper with a duration of 2 or 3 hours. A typical examination paper will comprise the following:

1.	Multiple choice questions (MCQ)	(60%)
2.	Case Studies (where applicable) and Written Essays	(30%)
3.	Projects and Practical Assignments (where applicable)	(10%)

**ENTRY REQUIREMENT**

Registrants are expected to have obtained at least C6 at G.C.E 'O' Level in any three subjects or equivalent and preferably at least 2 years working experience in relevant, real estate/property management companies.

**REQUIREMENTS FOR GRADUATION**

Candidates will have to pass all 15 modules to be awarded the Diploma in Property and Facility Management.

**CORE AREAS OF STUDY**

- I Building Construction Technology and Services Management
- II Environment and Risk Management
- III Property Management Law
- IV Management
- V Property Administration



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



SISV Academy