



Certificate in Managing Agent Practice

A Requisite Course for
Managing Agent Accreditation
Scheme

Enquiries:

Ms Jenny Seow Tel: 6424 0273
Email: info@sisvacademy.sg

Ms Qian Wei Tel: 6424 0283
Email: secretariat@apfm.mygbiz.com

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

Learning Outcome

Module 1 - Legislations

Module 2 - Application of BMSMA

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

Module 3 - Building Services and Maintenance

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

Module 4 – Communication and Office Administration

- Handling feedback and communication with stakeholders
- Resolving disputes through mediation and other avenues
- Tendering procedures and office support
- 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)

SSG Funding

Please visit this website

https://www.skillsconnect.gov.sg/sop/WebPageHandler?pn=WP_TMCourseSearch&p=L3E&action=advance under course title – “**Certificate in Managing Agent Practice**” to obtain funding information.

SkillsFuture Credit:

All Singaporeans aged 25 and above can use their SkillsFuture Credit to pay for the unfunded portion of the course fees.

Visit the SkillsFuture Credit website for more information.

Course Reference Number: TGS-2020502735

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:

- \$80 per module** (if re-register for the course is within less than 2 calendar months of the logged-out date); and
- \$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 15 May 2020 for Module 2, 3 and 4	
Revision (2-4pm)	*14 Mar, 18 Apr, 9 May, 13 Jun 22 Module 2 *16 Mar, 20 Apr, 11 May, 15 Jun 22 Module 3 *18 Mar, 22 Apr, 13 May, 17 Jun 22 Module 4
Examination (2-4pm)	*21 Mar, 25 Apr, 18 May, 20 Jun 22 Module 2 *23 Mar, 27 Apr, 20 May, 22 Jun 22 Module 3 *25 Mar, 29 Apr, 23 May, 24 Jun 22 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.

Click [HERE](#) for registration

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