

board of architects singapore

5 Maxwell Road, #01-03 Tower Block, MND Complex, Singapore 069110. Tel: 6222 5295 Fax: 6222 4452
Email: boarch@singnet.com.sg Website: www.boa.gov.sg

Our Ref: BOA 120.2

10 Sep 2015

To All PPE Advisors and Supervisors


Dear Advisors and Supervisors,

ROLE AND RESPONSIBILITY OF PPE ADVISORS AND SUPERVISORS

- 1) First of all, thank you for contributing your invaluable time to guiding the Professional Practice Examination (PPE) candidates.
- 2) The mentoring process by the Supervisor and the Advisor plays an important part in the PPE candidate's professional development. During the requisite period prior to the candidate taking the PPE, the Supervisor is expected to make arrangement for the candidate to be adequately trained in the different aspects of architectural practice, as well as to guide him or her personally in proper architectural practice. The Advisor is an additional mentor providing additional guidance and training to the PPE candidate.
- 3) As the key part of the professional development, it should be noted that the mentoring process plays a crucial role in ensuring that the requisite practice experience is of sufficient quality, which should be reflected accurately in the quarterly assessment reports, case studies, and which will be assessed during the Oral Interview Examination. If you have agreed to act as the Supervisor and/or Advisor for a PPE candidate, please ensure that you commit to setting aside adequate time with the candidate so as to understand their professional development, and provide timely advice to them regarding the areas that they need more practice experience. Please communicate any area of concern not only to the candidate, but if necessary between Supervisor and Advisor, as well as the Board regarding the candidate's readiness to take the PPE, by stating your view on the Quarterly Report.
- 4) Based on feedback received from the PPE examiners in the recent PPEs, some candidates who did not pass the examination were due to the fact that they had not acquired sufficient skill or knowledge in certain core competencies in architectural practice. It could be because they were acting only as observers in these areas and did not actively participate in them. With a robust mentoring process, the candidate would have been made aware of these areas of deficiency, and possibly taken the necessary steps to address them.

- 5) As a reminder of the importance and purpose of the role and responsibilities of the Supervisors and Advisors, the Board would like to refer you to Section 5.2.2 of the "General Requirements and Information for PPE Candidates" (downloadable from <http://www.boa.gov.sg/download/geninfo-201104.pdf>) as well as the Appendix "Information on the Role and Responsibilities of the Supervisor and Advisor".
- 6) The Board has arranged for a tea session with the Supervisors and Advisors on 23 October 2015, 5.30pm, at the SIA Theatre. You are welcome to join the Board members and some of the recent examiners for a relax session to chat and to seek clarity on any issue pertaining to your role as Supervisor, Advisor, or your staff who are taking PPE.
- 7) Please return the attached application form by 30 Sep 2015 if you would like to attend the tea session.

Yours sincerely



NG LYE HOCK, LARRY
REGISTRAR

TEA SESSION FOR PPE ADVISORS AND SUPERVISORS

Date: 23 Oct 2015 (Friday)

Time: 5.30pm

Venue: SIA Theatrette, SIA Building, 79 & 81 Neil Road

REGISTRATION FORM (Closing date: 30 Sep 2015)

Name : _____

Registration No. : _____

NRIC / Passport No : _____

Handphone No : _____

Email Address : _____

Are you an existing PPE Advisor/Supervisor: Yes / No*

Feedback/Comments : _____

Signature

Date

*Delete where applicable