

INTERIOR DESIGNER ACCREDITATION

INTERIOR DESIGN RULES (06 Nov 2021)

06 November 2021

Citation

- 1 These Rules may be cited as the Interior Designer Rules.

PART I

REGISTRATION

Application for Accreditation – Local Interior Designer practicing in Singapore

- 2 (1) An application for accreditation made by a person who satisfies the Council as to the criteria mentioned must be —
- (a) made to the Council in the form set out at the Internet website at www.sidac.org.sg; and
 - (b) accompanied by —
 - (i) the appropriate fee specified in the Schedule;
 - (ii) a last 4 digits of the identity card or passport;
 - (iii) resume / Curriculum Vitae;
 - (iv) a copy of any relevant Academic Certificate/s that relates to the practice of interior design ;
 - (v) portfolio; and
 - (vi) a copy of any relevant Practising Licence / Other organization membership (if any).

Application for Accreditation – Foreign Interior Designer practicing in Singapore

- (2) An application for registration made by a foreign interior designer seeking to engage in the practice of interior design in Singapore independently must be —
- (a) made to the Council in the form set out at the Internet website of the Council at www.sidac.org.sg; and
 - (b) accompanied by —
 - (i) the appropriate fee specified in the Schedule;

- (ii) a last 4 digits of the identity card, passport or other similar official document of identity relating to the foreign interior designer;
- (iii) Resume / Curriculum Vitae;
- (iv) A copy of any relevant Academic Certificate/s that relates to the practice of interior design ;
- (v) Portfolio;
- (vi) a copy of any relevant Practising Licence / Other organization membership (if any);
- (vii) a document showing that the foreign interior designer is authorised to practise as an Interior Designer, issued by the foreign registration authority of a participating jurisdiction in which the foreign interior designer is so authorised to practise;
- (viii) any other document that the Council considers to be relevant in assessing the particular application; and
- (ix) a declaration containing such relevant information as the Council may require which relates to the foreign interior designer or the interior design services to be supplied by the foreign interior designer in Singapore.

Prescribed Examinations for Purposes

- 3(1)** The following examinations shall be the prescribed examinations for the Interior Design Practitioner Class 1 (ID1).
- (2) Any person who sits for the Professional Practice Examination must pay the appropriate fee specified in the Schedule.
 - (a) the Professional Practice Examination, tests the applicant's technical knowledge and understanding of and abilities in professional practice, building regulations, project and contract management, and design considerations; and
 - (b) the Oral Interview Examination (to be conducted only after for applicable applicants who have sat for and passed the examination referred to in sub-paragraphs (a), which covers the following areas:
 - (i) the topics set out in sub-paragraphs (a); and
 - (ii) the data recorded in the applicant's Practical Experience Record Logbook;

Application to Sit for Prescribed Examinations

- 3A (1)** Every application to sit for an examination referred to in rule 3(2) (a), (b) shall be
 - (a) made in such form and manner as the Council may determine;
 - (b) submitted not less than 60 days before the date of the examination;

- (c) accompanied by a copy of the applicant's Professional Practice Course certificate of completion and Practical Experience Record Logbook; and
 - (d) accompanied by the appropriate fee for that examination specified in the Schedule.
- (2) A person may apply to sit for any of the examinations mentioned in rule 3(2) (a), (b) if, and only if, the person has, before the date of the application, obtained the practical experience in interior design work specified in as the case may be, as well as completed the Professional Practice Course.
- (3) Where a person who has applied to sit for any of the examinations referred to in rule 3(2) (a), (b) is unable to sit for the examination, the Council may, in its discretion, refund any fee or part thereof paid by that person under this rule.

Approved Examination for Purposes of

- 3B (1)** The examinations approved by the Council for the purposes of in relation to a foreign interior designer mentioned in that section who is seeking to engage in the practice of interior design in Singapore independently are the Interior Designer Domain Written Test / Interview, (ID1) and Interior Designer Domain Interview (ID2 & ID3) in which the foreign interior designer will be tested on
- (a) technical issues on interior design;
 - (b) the legal and practice issues relating to the practice of interior design in Singapore; and
 - (c) issues relating to the professional responsibility, accountability and liability of interior designers in Singapore.
- (2) An application to sit for the Interior Designer Domain Written Test / Interview, must be made in such form as the Council may require and be accompanied by the appropriate fee specified in the Schedule.
- (3) The Council may, in its discretion, refund any fee or part of the fee paid by that person for an examination or interview if the person is unable to sit for that examination or attend that interview.

Committee of Examiners

- 3C.** The Council must —
- (a) appoint a Committee of Examiners to conduct the examinations mentioned in rules 3;
 - (b) the Committee should comprise of a assigned Head from SIDAC and minimum three members, of which minimally one is an Accredited practitioner and one is an educator;
 - (c) determine the date, time and place for the examinations to be held;
 - (d) determine the number of such examinations to be conducted in a year (not being less than one examination per year);
 - (e) determine the scope and duration of such examinations;
 - (f) determine the procedure for the conduct of such examinations;
 - (g) notify each applicant of the result of his examination as soon as practicable; and
 - (h) The Committee will be empowered to make the decision on behalf of the Council pertaining to accreditation application matters and inform the Administrator accordingly.

Practical Experience | Professional Practice Course

- 4 (1) The practical experience that a person is required to have in order to be entitled to accreditation shall be such practical experience in interior design work undertaken by an interior designer engaged in the practice of interior design as may be acceptable to the Council, which shall include practical experience obtained in Singapore for a continuous period of at least 12 months under the supervision of an accredited interior designer who has in force a practising certificate.
- (2) The practical experience is to be supported by the completion of the Professional Practice Course, which is intended to provide tools and best practices to align theory with practical experience through application during the practical experience.
- (3) No person shall be eligible to sit for the examination referred to, unless he has the practical experience prescribed for Interior Design Practitioner Class 1 (ID1) and completed the Professional Practice Course prescribed in paragraph (1) and (2) respectively.
- (4) The Professional Practice Course curriculum will be tailored to the skillsets and competencies of the respective interior design class, i.e. Interior Design Practitioner Class 1, 2 and 3 (ID1, ID2 & ID3).

Evidence of Practical Experience

- 5 (1) Every person applying for accreditation under shall submit with his application proof in writing of his practical experience, which shall include details of the duration and a description of the practical experience in the form of the Applicant Interior Design Experience Record Summary and portfolio.
- (2) The Council may, with a view to determining the nature of an applicant's practical experience, conduct an interview with the applicant.

Further Evidence and Other Requirements

- 6 (1) The Council may require an applicant to furnish such other evidence or particulars as the Council considers necessary to determine whether the applicant is entitled to.
- (2) The Council may further require an applicant to submit a project report to demonstrate his experience in the different areas of interior design practice.

Decision of Council

- 7 (1) When any person applies for accreditation, the Administrator shall as soon as practicable refer the application to the Council.
- (2) Notification of every decision of the Council with respect to any application for accreditation under the Code shall be given to the applicant by letter signed by the Administrator addressed to the applicant at the address stated by him in the application

Accreditation Certificate

- 8 (1) An accredited interior designer must, on payment of the appropriate fee specified in the Schedule, be issued an accreditation certificate duly signed by the Administrator.
- (2) The accreditation certificate on must be in the form set out at the Internet website of the Council at www.sidac.org.sg

Definitions of this Part

9 (1) In this Part —

“continuing professional development point” means a continuing professional development point which an accredited interior designer obtains by successfully completing any continuing professional development program;

“continuing professional development program” means any activity, course or programme in the list of activities, courses or programmes published by the Council;

“qualifying period”, in relation to an accredited interior designer, means the period of 12 months immediately preceding the date on which the accreditation certificate in respect of which he has made an application is to commence;

“requisite continuing professional development points”, in relation to an accredited interior designer, means the number of continuing professional development points he is required to obtain under rule 11(1), (2) or (3), as the case may be.

(2) In this Part, an accredited interior designer obtains a specified number of continuing professional development points if he successfully completes one or more of the activities, courses or programmes in the list published under rule 12B, the total number of continuing professional development points of which equals or exceeds that specified number.

Fee for Late Renewal

10. Where an application for renewal of an accreditation certificate authorising the holder thereof to engage in the practice of interior design during any year or part thereof is made 60 days after expiration, a late renewal fee specified in the Schedule must accompany and be payable in respect of that application, and such late application fee shall not be refundable.

Requirements as to Continuing Professional Development

11 (1) For the purposes, the Council may refuse to issue a certificate to an accredited interior designer if he fails to satisfy the Council that he has obtained or will obtain the requisite 20 continuing professional development points during the annual qualifying period.

(2) Where the accredited interior designer has not held a certificate for a continuous period of 2 years or more immediately preceding that date,

he must obtain 40 continuing professional development points during the annual qualifying period.

- (3) The Council may issue an accreditation certificate to an accredited interior designer notwithstanding that he has failed to obtain the requisite continuing professional development points applicable to him during the qualifying period, if the accredited interior designer gives an undertaking that he will make up for the shortfall in the requisite continuing professional development points during the period of 2 months immediately following the last day of the qualifying period.
- (4) If an accreditation certificate has been issued to an accredited interior designer by virtue of an undertaking given under paragraph 11(3), any continuing professional development points obtained by the accredited interior designer to make up for the shortfall in the requisite continuing professional development points referred to in that paragraph shall be disregarded for the purpose of a subsequent application for an accredited certificate.
- (5) Notwithstanding paragraphs 11(2), (3) and (4), the Council may, in such special circumstances as it may determine, issue a certificate to an accredited interior designer even though he has failed to satisfy the Council that he has obtained the requisite continuing professional development points applicable to him during the qualifying period.

List of Activities, etc., With Continuing Professional Development Points

- 11A** The Council shall publish on its Internet website, a list of activities, courses and programmes for the purposes of this Part and the number of continuing professional development points which an accredited interior designer obtains by successfully completing each of the activities, courses and programmes.

Issue of guidelines and directives

- 11B** For the purposes of rules 11 and 11A, the Council may issue such guidelines and directives, not inconsistent with the provisions of these Rules, as the Council considers necessary.

Evidence

- 12** The Council may require a statutory declaration or such other evidence as the Council may consider necessary to support the facts, circumstances or particulars contained in any application for an accreditation certificate.

Validity of Certificate

- 13** Each accreditation certificate shall be valid for a period of 12 months from the date of its issue.

Appeals

- 14** An appeal against any decision of the Council to refuse to issue an accreditation certificate to impose any condition, respectively, shall —
- (a) be made not more than 30 days after the decision of the Council has been notified to the appellant;
 - (b) be addressed to the Administrator
 - (c) set out the grounds of appeal; and
 - (d) be accompanied by a copy of the following documents:
 - (i) the decision of the Council and the reasons therefor;
 - (ii) the application for the accreditation certificate and all documents accompanying that application; and
 - (iii) any other correspondence between the Council and the appellant in relation to the refusal to issue the accreditation certificate or the conditions of the accreditation certificate, as the case may be.

PART IV
RECORDS

Record of Accredited Interior Designers

- 15 (1)** The records mentioned are to be kept and maintained at the website of the Council.
- (2) Any direction of the Council shall be sufficient if it is in writing signed by the Chairman of the Council and is given pursuant to a resolution of the Council.

PART V

MISCELLANEOUS PROVISIONS RELATING TO ACCREDITATION

Duplicate Accreditation Certificate

- 16** (1) If an accreditation certificate has been lost, destroyed or defaced or becomes obliterated so that any particulars in such certificate or licence is illegible, the holder thereof shall forthwith notify the Administrator.
- (2) Subject to paragraphs (3) and (4), the Administrator shall, on payment of the appropriate fee specified in the Schedule and if satisfied that an accreditation certificate, as the case may be, has been lost, destroyed or defaced or become obliterated, issue a duplicate of such certificate as the case may be, to the holder of the original thereof, and the duplicate certificate shall have the same effect as the original
- (3) In the case of an accreditation certificate that has been defaced or become obliterated, no duplicate of such certificate shall be issued unless the original certificate is returned to the Administrator.
- (4) In the case of an accreditation certificate that has been lost or destroyed, no duplicate of such certificate shall be issued unless the holder thereof makes a statutory declaration of the loss or destruction and furnishes it to the Administrator.
- (5) Where any original accreditation certificate is found after any duplicate thereof is issued under this rule, the holder of the certificate shall immediately return the duplicate certificate to the Administrator for cancellation.

Return of Certificates, etc.

- 17** Any accreditation certificate or any duplicate thereof shall remain the property of the Council and shall be returned to the Council when the holder thereof ceases to be accredited, as the case may be.

Change of address

- 18** Every accredited interior designer shall, within two weeks of any change in his address as is specified in the administration of interior designers, notify the Administrator in writing of such change.

PART VI

Proceedings of Review Committee

- 19** (1) A Review Committee may meet for the purposes of new members, or of its investigation and adjourn or otherwise regulate the conduct of its members and investigation as the members may think fit.
- (2) The head of a Review Committee may at any time summon a meeting of the Review Committee.
- (3) The quorum for a meeting of the Review Committee shall be constituted by the head of the Review Committee and all its members.
- (4) Any question arising at a meeting of the Review Committee shall be determined by a majority of votes and, in the case of an equality of votes, the head shall have a casting vote.

Service of Complaint, etc.

- 20** Where a Review Committee is of the opinion that an accredited interior designer should be called upon to answer any allegation made against him, the Review Committee shall serve on him —
- (a) copies of any complaint made against him and any statutory declaration or affidavit that has been made in support of the complaint; or
- (b) any information concerning any improper or dishonourable act of conduct against him and any statutory declaration or any affidavit that has been made in support of the information,

and a notice inviting him, within such period (not being less than 21 days) as may be specified in the notice, to give to the Review Committee any written explanation he may wish to offer.

Confidentiality of Information

- 21** All information, including any book, document, paper or other record used by a Review Committee in the course of its deliberations shall be confidential and shall not be disclosed to any person unless the Review Committee or the Council decides otherwise.

Proceedings of Review Committee

- 22 (1)** A Review Committee shall meet from time to time at such place as the head of the Review Committee may determine to formally inquire into any matter referred to it by the Council.
- (2) The quorum for a meeting of the Review Committee shall be constituted by the head of the Review Committee and all its members.
- (3) All members of a Review Committee present at any meeting thereof shall vote on any question arising at the meeting and such question shall be determined by a majority of votes and, in the case of an equality of votes, the head shall have a casting vote.
- (4) The proceedings before a Review Committee shall be held in camera.

Attendance by Accredited Interior Designer

- 23 (1)** The accredited interior designer concerned may appear in person or be represented by counsel at the formal inquiry before the Review Committee.
- (2) Where neither the accredited interior designer nor his counsel is present, the Review Committee may proceed with the formal inquiry if the Review Committee is satisfied.

Hearing before Review Committee

- 24 (1)** At any formal inquiry before a Review Committee, the accredited interior designer under inquiry or his counsel shall be permitted to —
- (a) cross-examine any witness testifying against him;
- (b) give evidence on his own behalf;
- (c) call such witnesses as the registered interior designer under inquiry may wish to testify for him or on his behalf; and
- (d) have access to information contained in any document at a reasonable time before such document is tendered in evidence.
- (2) If the Review Committee is satisfied that any person concerned in the proceedings is hampering or attempting to hamper the progress of the formal inquiry
- (a) the Review Committee shall administer a letter of advice to the person; and
- (b) if after such a letter of advice, the Review Committee is satisfied that the person is acting in disregard of the letter of advice, the Review

Committee shall make an entry in the record to that effect and shall proceed to complete the formal inquiry in such a manner as it thinks fit.

Record of Proceedings

- 25 (1) The head of the Review Committee shall record or cause to be recorded the proceedings of the Review Committee by such means and in such form as the Review Committee may decide.
- (2) The record of the proceedings of the Review Committee shall consist of
 - (a) The information obtained by the Review Committee; and
 - (b) A report made by the Review Committee.
- (3) A record of proceedings shall be signed by the head and other members of the Review Committee.
- (4) No person is entitled, as of right, to a copy of the record of proceedings of any Review Committee.

THE SCHEDULE

FEES

1	Application for accreditation by an interior designer who satisfies the Council as to the criteria mentioned	\$150
2	Application for accreditation by a foreign interior designer who satisfies the Council as to the criteria mentioned	\$500
3	Professional Practice Course – ID1, ID2 and ID3	To be advised by Singapore Interior Design Academy
4	Application to sit for Professional Practice Examination (ID1) Only	\$150
5	Appeal Interview	\$200
6	Accreditation Assessment / Renewal Fee	ID1 - \$300 ID2 - \$200 ID3 - \$150
7	Hardcopy Accreditation Certificate/Cert Replacement Fee	\$50
8	Late Renewal Fee	\$150