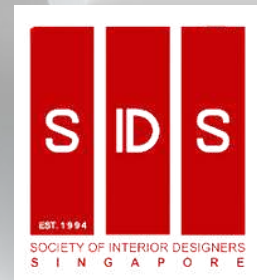


# YOUR JOURNEY TO **INTERIOR DESIGN** ACCREDITATION

[THE COMPLETE SIDAS GUIDEBOOK]

Brought to you by

**SIDAC**  
Singapore Interior Design Accreditation Council



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# THE **ORGANISATIONS** BEHIND THE ACCREDITATION SCHEME

Initiated by the **Society of Interior Designers, Singapore (SIDS)**, the announcement of this national initiative was first made on 7th December 2020 by Singapore's Minister in Prime Minister's Office and Second Minister for Finance & National Development, Ms Indranee Rajah, during the 4th Singapore Interior Design Awards Presentation Dinner 2020 held at the Marina Bay Sands, Singapore.

SIDS subsequently formed the Singapore Interior Design Advisory Accreditation Council (SIDAAC) which comprises of four industry sectors, namely Government Agencies, Allied Trade Associations & Chambers, Interior Industry Practitioners and lastly Institutions of Higher Learning. This expert panel provided guidance and advice on the development of the accreditation scheme.

Through a series of focus group meetings and roundtable discussions, the framework of the **Singapore Interior Design Accreditation Scheme (SIDAS)** was finally formulated. The scheme was launched on 19th November 2021 by Singapore's Minister-of-State (MOS) for Trade & Industry, Ms Low Yen Ling at the National Design Centre (NDC). MOS Low also inaugurated the formation of the **Singapore Interior Design Accreditation Council (SIDAC)**, which oversees the development of SIDAS. The training arm of SIDS, the **Singapore Interior Design (SID) Academy** will administer the SIDAS.







# WHAT IS INTERIOR DESIGN ACCREDITATION?

The 2018, Industry Transformation Roadmap Development for the Interior Design Industry in Singapore, commissioned by DesignSingapore Council had identified the need for industry regulation to uphold the level of the Interior Design professionalism, helping to validate the Industry at the global stage.

The Singapore Interior Design Accreditation Scheme was subsequently developed to elevate the Singapore Interior Design profession by defining core skill sets and competencies to bridge the gap between education and practice.

Together with the Interior Designers code and Interior Design best practices, the scheme will help ensure high standards across Singapore. Coupled with Continuing Professional Development (CPD), practitioners will have the opportunity to upskill, build capacity and eventually export their practice overseas.

# WHY BE PART OF THE **INTERIOR DESIGN** ACCREDITATION?

## THE JOURNEY TOWARDS PROFESSIONAL RECOGNITION

- Singapore's national level industry accreditation framework which defines the level of proficiency of practicing Interior Designers.
- It enables Interior Designers to be constantly kept abreast on the latest industry knowledge and skill to upskill and build bench strength, to face an ever-changing interior design landscape.
- It levels up the industry profession and image, hence attracting and retaining talents.
- It allows end users of interior design services to better assess and qualify Interior Designers before engaging their services
- A possible future tender requirement by developers, businesses and consumers.
- Opportunities for Interior Designers to extend their services to overseas markets through cross-recognition by partner accredited countries and regions.

# THE 3 PHASES OF **INTERIOR DESIGN** ACCREDITATION

## THE JOURNEY TOWARDS PROFESSIONAL RECOGNITION

### PHASE

# 1

Nov 2021 to May 2022

For **veteran** IDs who **do not have** relevant academic qualifications but have lots of working experience.

### PHASE

# 2

Jun 2022 to May 2023

For **existing IDs** & **recent graduates with relevant academic qualifications** and working experience.

### PHASE

# 3

Jun 2023 Onwards

For **fresh graduates** to register and start their time-logging work experience, concurrently taking the **Professional Practice Course (PPC)**

# 3 CLASSES OF **INTERIOR DESIGN** ACCREDITATION

**PHASE**  
**1**

Nov 2021 to May 2022

A PLACE FOR EVERYONE IN THE PROFESSION - **VETERAN INTERIOR DESIGNERS**



**Interior Design Practitioner  
Class 1 (ID1)**

Min. 8 Years Work Experience



**Interior Design Practitioner  
Class 2 (ID2)**

Min. 4.5 Years Work Experience



**Interior Design Practitioner  
Class 3 (ID3)**

Min. 3 Years Work Experience

**Veteran designers with relevant academic  
qualifications are also welcomed to apply!**

Disclaimer: The number of years reflected in each class are an indicative guide.

The quality of each Applicant's portfolio and demonstration of competencies will be taken into consideration to determine the final class placement.



# 3 CLASSES OF INTERIOR DESIGN ACCREDITATION

PHASE

2

Jun 2022 to May 2023

A PLACE FOR EVERYONE IN THE PROFESSION - **EXISTING INTERIOR DESIGNERS**



## Interior Design Practitioner Class 1 (ID1)

Min. **Degree** in Interior Design  
+  
Min. **5 Years** Work Experience



## Interior Design Practitioner Class 2 (ID2)

Min. **Diploma** in Interior Design  
+  
Min. **4 Years** Work Experience



## Interior Design Practitioner Class 3 (ID3)

Min. **NITEC** in Interior Design  
+  
Min. **3 Years** Work Experience

Disclaimer: The number of years reflected in each class are an indicative guide.

The quality of each Applicant's portfolio and demonstration of competencies will be taken into consideration to determine the final class placement.



# 3 CLASSES OF INTERIOR DESIGN ACCREDITATION

PHASE  
2

Jun 2022 to May 2023

A PLACE FOR EVERYONE IN THE PROFESSION - **RECENT GRADUATES**

(Applicable to individuals with more than 1.5 years but less than 3 years relevant working experience.)



**Interior Design Practitioner  
Class 1 (ID1)**

Min. **Degree** in Interior Design



**Interior Design Practitioner  
Class 2 (ID2)**

Min. **Diploma** in Interior Design



**Interior Design Practitioner  
Class 3 (ID3)**

Min. **NITEC** in Interior Design

**Individuals are required to time-log relevant work experience for 12 months before being accredited.**

Disclaimer: The number of years reflected in each class are an indicative guide.

The quality of each Applicant's portfolio and demonstration of competencies will be taken into consideration to determine the final class placement.

# 3 CLASSES OF INTERIOR DESIGN ACCREDITATION

A PLACE FOR EVERYONE IN THE PROFESSION - **FOR FRESH GRADUATES IN 2023**

(Applicable to individuals with less than 1.5 years of relevant working experience.)

Coming Soon  
under Phase 3



## Interior Design Practitioner Class 1 (ID1)

Min. **Degree** in Interior Design  
+  
Min. **24 Months Time-logging**  
of Work Experience  
+  
Professional Practice Course  
+  
Exam



## Interior Design Practitioner Class 2 (ID2)

Min. **Diploma** in Interior Design  
+  
Min. **18 Months Time-logging**  
of Work Experience  
+  
Professional Practice Course



## Interior Design Practitioner Class 3 (ID3)

Min. **NITEC** in Interior Design  
+  
Min. **12 Months Time-logging**  
of Work Experience  
+  
Professional Practice Course

# THE CAPABILITIES DEVELOPMENT **PILLARS** OF **INTERIOR DESIGN** ACCREDITATION

STRENGTHEN YOUR KNOWLEDGE ON:



# CAPABILITIES DEVELOPMENT **PILLARS**



## Interior Designer Practitioner Class 1

### Professional Practice

- ✓ Code of Conduct
- ✓ Business Ethics
- ✓ Ethics in ID Marketing and Promotion
- ✓ Professional Standard Contract
- ✓ Guidelines in Professional Fee calculation
- ✓ Legal on ID / Boundaries of Non-Disclosure Agreement
- ✓ Basic Statutory Requirement for ID scope of Works (BCA / LTA / NEA / PUB / URA / HDB)
- ✓ Professional Development

### Building Regulations

- ✓ Risk and Safety Management (BCA)
- ✓ TOP and CSC Requirement for Interior Aspects (BCA)
- ✓ Basic employment law, public liabilities and workmen compensations (MOM)
- ✓ Basic Architectural and Structural Knowledge (BOA / BCA)
- ✓ Fire Safety Regulations (SCDF)
- ✓ Heritage, Conservation and Preservation Act (NHB)
- ✓ Basic Technical Capabilities – Building Methodology

### Project & Contract Management

- ✓ Management of suppliers and contractors
- ✓ Quality and Cost Control
- ✓ Site Social responsibility
- ✓ Schedule and Time Management
- ✓ Contracts Administration
  - Contract between IDs for collaborative work
  - Contract between ID and employer or clients
  - Contract between ID and contractors or suppliers

### Design & Technology

- ✓ Digitalization
- ✓ Sustainability
- ✓ Communication and Portfolio



# CAPABILITIES DEVELOPMENT **PILLARS**



## Interior Designer Practitioner Class 2

### Professional Practice

- ✓ Code of Conduct
- ✓ Business Ethics
- ✓ Ethics in ID Marketing and Promotion
- ✓ Professional Standard Contract
- ✓ Guidelines in Professional Fee calculation
- ✓ Legal on ID / Boundaries of Non-Disclosure Agreement
- ✓ Basic Statutory Requirement for ID scope of Works (BCA / LTA / NEA / PUB / URA / HDB)
- ✓ Professional Development

### Building Regulations

- ✓ Risk and Safety Management (BCA)
- ✓ Basic employment law, public liabilities and workmen compensations (MOM)
- ✓ Basic Architectural and Structural Knowledge (BOA / BCA)
- ✓ Fire Safety Regulations (SCDF)
- ✓ Basic Technical Capabilities – Building Methodology

### Project & Contract Management

- ✓ Management of suppliers and contractors
- ✓ Quality and Cost Control
- ✓ Site Social responsibility
- ✓ Schedule and Time Management
- ✓ Contracts Administration
  - Contract between IDs for collaborative work
  - Contract between ID and employer or clients
  - Contract between ID and contractors or suppliers

### Design & Technology

- ✓ Digitalization
- ✓ Sustainability
- ✓ Communication and Portfolio

# CAPABILITIES DEVELOPMENT **PILLARS**



## Interior Designer Practitioner Class 3

### Professional Practice

- ✓ Code of Conduct
- ✓ Business Ethics
- ✓ Ethics in ID Marketing and Promotion
- ✓ Professional Standard Contract
- ✓ Guidelines in Professional Fee calculation
- ✓ Legal on ID / Boundaries of Non-Disclosure Agreement
- ✓ Professional Development

### Building Regulations

- ✓ Fire Safety Regulations (SCDF)

### Project & Contract Management

- ✓ Management of suppliers and contractors
- ✓ Quality and Cost Control
- ✓ Contracts Administration
  - Contract between IDs for collaborative work
  - Contract between ID and employer or clients

### Design & Technology

- ✓ Digitalization
- ✓ Sustainability

# I AM READY! HOW CAN I BE AN **ACCREDITED** INTERIOR DESIGNER?

## APPLICATION PROCESS

The accreditation is launched in three Phases:

For existing Interior Designers

Phase 1 : November 2021 to May 2022

For recently graduated Interior Designers

Phase 2 : June 2022 to May 2023

For graduating Interior Design students

Phase 3 : June 2023 onwards





# HOW TO REGISTER?

## STEP 1

Visit [www.sidac.org.sg](http://www.sidac.org.sg)

## STEP 2

Follow the registration process by keying in your information

## STEP 3

Make payment for Registration Fee via Credit Card

## STEP 4

Review in progress, awaits further advice on accreditation status of ID1, 2 or 3

## STEP 5 A

Accreditation result informed and **ACCEPTED** by Registrant



## STEP 6 A

Make payment for accreditation.  
End of process



## STEP 7 A

Softcopy Accreditation Certificate Issued

## STEP 5 B

Accreditation result informed and **CONTESTED** by Registrant



## STEP 6 B

Make payment for appeal session and attend interview.



OR

## STEP 7 B1

Accreditation status **ACCEPTED**.  
Make payment for accreditation fee

## STEP 8 B1

Softcopy Accreditation Certificate Issued

## STEP 7 B2

Accreditation status result **REJECTED**. End of process





# SIDAS APPLICATION PROCESS

**7** SIMPLE STEPS | ESTIMATE. **8** WEEKS



# PREPARING FOR YOUR **REGISTRATION**

## ITEM CHECKLIST



- 1) Curriculum Vitae (CV)
  - Employment History, Job Title(s) & Job Scope(s)
  - Education Journey
  - Achievements
  -
- 2) Softcopy of relevant Academic Certification/s
- 3) Professional Portfolio
  - Submit minimum 5 completed projects (Maximum of 2 on-going project)
  - Floor Plan(s) / Elevation(s)
  - 6 Real-life photos of each project (of which maximum 2 rendering)
  - Describe role & skills applied in each project
  - Mood Board/Detailing/Sections/Schedules (Optional)
- 4) Softcopy of relevant practicing license (if any) e.g. Architect, Landscape Architects, etc.
- 5) Professional Organisation Membership (if any) e.g. SIDS, SIA, SILA, etc.
- 6) Accreditation Logbook (if applicable)

**Disclaimer:** Incomplete submissions, including the portfolio, will not be reviewed by the panel.

Applicants that register but do not submitted the relevant documents and portfolio within 6 months will be suspended and will need to re-register.

# ACCREDITATION FEE STRUCTURE



	ID1	ID2	ID3
Registration Fee	\$150	\$150	\$150
Professional Practice Course	N.A. for Phase (1)	N.A. for Phase (1)	N.A. for Phase (1)
Professional Practice Exam Application Fee	N.A. for Phase (1)	N.A. for ID2	N.A. for ID3
Accreditation Fee	\$300	\$200	\$150
<b>Total</b>	<b>\$450</b>	<b>\$350</b>	<b>\$300</b>
Appeal Interview (where applicable)	\$200		
Accreditation Certification (Hardcopy) / Replacement Certificate. Softcopy: FOC	\$50		

\*\* Applicant who do not qualify in any of the above ID classes will have 50% of the registration fee refunded.



# SIDAS ACCREDITATION CERTIFICATE & TITLES

Singapore Interior Design Accreditation Scheme



- Accredited Interior Designers will be issued with an official Accreditation Certificate (softcopy) signed by SIDAC Chairman and it's Administrator.
- A hardcopy Certificate can be issued upon request (fee applicable)
- Accredited Interior Designers will be allowed to use the following prefix before their names.

For example:

ID1. Alan Tan

ID2. Alan Tan

ID3. Alan Tan



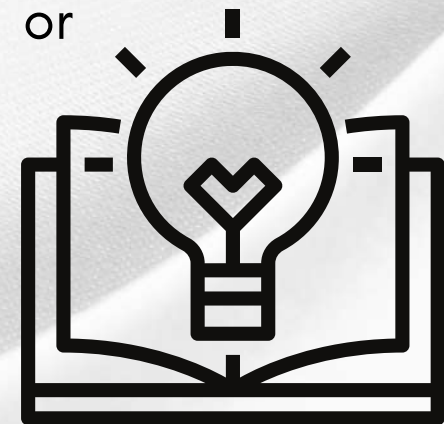
# CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FRAMEWORK

Continuing Professional Development (CPD) is an important aspect of the Singapore Interior Design Accreditation Scheme, which ensures that all accredited Interior Designers remain up to date on industry best practices, regulatory developments as well as develop new skills that are important in this rapidly changing interior design industry.

As an Accredited Interior Designer, you will be required to clock up min.20 CPD points per accumulation period.

This can be a combination of both Structured or Unstructured Activity.

**CPD CYCLE TO COMMENCE FROM  
1st JULY 2022 to 31st JUNE 2023**



# CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POINTS

CPD POINTS	
Min CPD Points for renewal	20 Points Min 10 points to be recorded for 'Structured' activities, remaining points can be from 'Unstructured' activities.  <i>*Refer to next page for 'Structured/ Unstructured' activity listing</i>
Excess CPD Points	Max 10 Pints to carry forward
Insufficient CPD Points	Renewal is allowed if the accredited interior designer gives a written undertaking that he/she will make up for the shortfall in the requisite CPD points in 2 months' time by latest 31 Dec

Item	Date
Start of CPD Points Recording	1 April 2022
Annual CPD points accumulation	1 April 2022 – 31 Dec 2023 (For Phase 1 & 2 Accredited IDs) 1 Jan – 31 Dec
Annual Renewal Application Period	1 Oct – 31 Dec



# CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FRAMEWORK

## WHAT IS **STRUCTURED & UNSTRUCTURED** ACTIVITY?

CPD Framework	
Structured CPD Activities	Unstructured CPD Activities
Attending live CPD Trainings, courses, seminars, talks, conferences, knowledge development programme	Mentoring, coaching of student or junior designer
tending online events – CPD training, bite-size e-learnings, courses- webinars, talk programmes.	Giving a talk, in panel discussion, as moderator at an exhibition, trade show, festival or webinar
Teaching in a formal setting – Developing and delivering learnings to others	Involvement in relevant industry technical workgroup
Completing an academic course – with a clear relationship to practice of interior design	Holding position in regional/ World bodies



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**SIDAC**  
Singapore Interior Design Accreditation Council

**SIDAcademy**  
Singapore Interior Design Academy