



HANDBOOK

SICP SECRETARIAT

CONTENTS

	Page
1. Code of Ethics	2
2. Code of Professional Conduct	4
3. Maintenance of SICP Certification	6
a. Contribution to the Funds	6
b. Continuing Professional Development	7
i. CPD Points Requirement	8
ii. Recognised Areas of CPD Involvement	
c. Professional Development Plan	9

1. CODE OF ETHICS

Our Overall Responsibility to the Public

1. We shall continuously seek to attain and maintain high standards of professional integrity, proficiency, knowledge and performance.
2. We shall draw on our knowledge, skills and values to provide a high quality of professional service and to address community aspirations and challenges.
3. We shall aim in all our professional activities to further the public interest in terms of health, safety, sustainability, social justice and amenity.
4. We shall pursue design excellence and strive to conserve and preserve the sustainability and heritage of the natural and built environment.
5. We shall aim to expand choice and opportunity for all, and especially for the disadvantaged groups in society.
6. We shall ensure that we always take into consideration the interaction of environmental, social, cultural and economic consequences of planning actions.
7. We shall aim to ensure that our planning work is conducted in an open manner wherever possible, and that all relevant information is accurately and clearly disclosed to interested persons.

Our Responsibility to Our Clients and Employers

8. We shall perform all professional work diligently, creatively and competently in pursuit of our client or employer's interest.
9. We shall accept the instructions or decisions of our client or employer provided the course of action is not illegal.
10. We shall ensure that in carrying out our professional service, we maintain objectivity and integrity and be free of conflicts of interest with any client or employer or the Institute.
11. We shall not knowingly misrepresent facts, or fail to disclose material facts, or attempt to influence any decisions by improper means.

Our Responsibility to Our Profession and Colleagues

12. We shall contribute to the improvement our profession through new knowledge, techniques, and solutions, and through increasing public understanding of planning and planning activities.
13. We shall comment on the work and views of other professionals in a fair and professional manner.
14. We shall apply planning theories, methods, research, practice and standards according to the facts and conditions of each situation and shall not apply a familiar solution without first establishing its appropriateness to the situation.
15. We shall contribute to the professional development of students and young planners

2. CODE OF PROFESSIONAL CONDUCT

Professional Conduct

1. We shall not misstate or exaggerate our education, experience, track record, prior roles and responsibilities, awards, competence, or any other facts which are relevant to the assessment of our professional capabilities.
2. We shall not accept assignments from a client or employer when the services to be performed involve conduct that we know to be illegal.
3. We shall not use to our personal advantage confidential information gained in the course of professional work.
4. We shall not misrepresent the qualifications, views and findings of other professionals.
5. We shall not discriminate on grounds of race, gender, religion, disability or age.
6. We shall not solicit clients by stating or implying an ability to influence decisions by improper means.
7. We shall not personally make professional recommendations in technical areas beyond our professional competence.
8. We shall not attempt to seek personal acclaim or professional recognition for designs and concepts that have been created by others or work that has been performed by others.
9. We shall not attempt to seek exclusive personal acclaim or professional recognition for designs, concepts or work that has been produced by others under our supervision.
10. We shall not direct or coerce other professionals to produce findings and recommendations that are not supported by available evidence.

11. We shall not retaliate or threaten retaliation against anyone who has made a charge of ethical misconduct, or who is cooperating in disciplinary investigations.
12. We shall not use the threat of making a misconduct complaint to gain an advantage in dealings with another planner.
13. We shall not make a frivolous misconduct complaint against another planner.
14. We shall not prejudice the reputation of the planning profession and the Singapore Institute of Planners in our professional activities.

3. MAINTENANCE OF SICP CERTIFICATION

Certification Maintenance

You are required to maintain your SICP certification as follows:

- a) Contribute to the SICP Funds through prompt payment of your dues
- b) Earn your annual Continuing Professional Development (CPD) Points
- c) Achieve and continually Update your Professional Development Plan

a. Contribution to the SICP Funds

As stipulated in the Byelaws of the SIP Constitution, the current Entrance Fees and Annual Subscription Fee for the SICP Certified Planner shall be as follows:

Class	Entrance Fee	Annual Subscription
Certified Planner	\$100	\$300

The SICP entrance fee of \$100 is due immediately upon graduation and receipt of your SICP Certificate. After the receipt of your payment of the SICP entrance fee is confirmed, your name will be included in the SICP Register of Certified Planners in the SICP segment of the SIP Website. Registered SICP Certified Planners who are not in arrears of their dues are entitled to place the SICP title after their names in their Curriculum Vitae, company brochures, name cards and other documents.

All annual subscriptions are due on 1 January in each year. On payment of that annual subscription every member shall be entitled to retain his/her SICP certification subject to the provisions of these Byelaws.

3. MAINTENANCE OF SICP CERTIFICATION (contd.)

Note:

All other clauses in the SIP Constitution continue to apply. The current Annual Subscription Fee are also subject to any future revisions that may be proposed by the SIP Council and confirmed by resolution of an Extraordinary Meeting called for that purpose.

b. Continuing Professional Development

As a SICP Certified Planner you are to continually invest in yourself through professional development to understand a broad array of topics so that you can respond better to the ever-evolving challenges that the community faces.

You are encouraged to maintain your certification through various professional development opportunities to keep yourself abreast of the latest best practices in planning. Follow the events and activities that SIP has at

https://www.planning.org.sg/web/sp_ev.html

to keep your skills relevant, advance your career and contribute to the planning fraternity.

i. CPD Points Requirements for SICP Certified Planners

For the Year 2025 and beyond, the following CPD Points Requirements will apply to SICP Certified Planners:

MEMBERSHIP CATEGORY	AGE BRACKET	CPD POINTS REQUIREMENT PER CPD YEAR
Certified Planners	Below 60 Years of Age	20
	60 to 69 Years of Age	15
	70 years and above	10

ii. Recognised Areas of CPD Involvement for SICP Certified Planners

The following are recognised areas of involvement for earning CPD Points.

S/N	RECOGNISED CPD INVOLVEMENT	MAXIMUM CPD POINTS
1	Attending Seminars & Talks	20
2	Preparing & Delivering Lectures for SIP / SICP (e.g. CPD seminars / SICP L1 or L2 exam prep modules)	6
3	SICP Assessors for assessment of RJs & Oral Interviews	6
4	Presenting at Planning Conferences *	6
5	Contribution of thought pieces, papers / articles for SIP / SICP publications	6
6	Member of any SIP Committee or Task Force in support of SIP Council or SICP AP	6
7	Member of SIP COUNCIL or SICP AP	10
8	Attending AGM / EGM	3 / 3
9	Attending SIP Planning Awards or SIP Event which includes a Talk / Fireside Discussion	3

* Must apply for prior approval before CPD points can be awarded

c. Professional Development Plan

You are advised to follow the Professional Development Plan which you had submitted in your Reflective Journal and to monitor your own professional development in the next two years.

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