

a) SICP Accreditation Panel Terms of Reference

- a. To advise on strategic development of the Accreditation Programme
- b. To advise on framework of the Accreditation Programme
- c. To advise on curriculum and assessment of competencies to ensure that planners meet the professional standards and competencies expected for certified planners
- d. To advise on standards of professional conduct and ethics
- e. To facilitate and assist the SIP Council to maintain the integrity and validity of the certification process.

b) Expert Resource Panel

This panel only advises the AICP and does not have voting rights. Members are invited to attend on matters in their respective areas of expertise.

RTPI (as consultant)

- f. Advise on standards of professional conduct and ethics
- g. Advise on accreditation assessment including examination and portfolio review
- h. Advise on best practices within RTPI
- i. Advise on procedures on accreditation of planning degrees at universities
- j. Advise on the review of the framework of the accreditation programme, if required.

Others

Where necessary, we will also consult AICP.

Similarly, HKIP will be invited as and when required. We have also nominated a FSIP in the panel to represent Singapore practices and expertise upon request.

c) SIP Certification Committee

- a. Develop Professional Development Units (PDU) programmes based on the competency framework agreed upon between SIP and Esq
 - b. Develop Accreditation examination and evaluation criteria with support of the SICP-AC
 - c. Evaluate the competency of accreditation candidates, by examining the exam application documents, written examinations and interviews.
- Advise on the administration of the accreditation office.

d) Certification Office

The office will be supported by a new manager. The functions are to

- a. Keep and maintain a listing of Certified Planners
- b. Maintains oversight of the accreditation scheme
- c. Appoints arbitrators in the event of disputes, and
- d. Study the effectiveness of the accreditation programme by conducting surveys
- e. manages and maintain the office functions of SICP

e) Introduction of New Membership classes

The SIP Constitution has been amended at EGM to create 2 new classes of membership for this Certification project:

- Member of Singapore Institute of Certified Planners (SICP)
- Recognised Planning Firm (RPF) .

Schedule of meetings

	Year	Q1	Q2	Q3	Q4
1	Year 1 (Oct 2021 – Sep 2022)	Meeting #1	Meeting #2	Meeting #3	Meeting #4
2	Year 2 (Oct 2022 - Sep 2023)	Meeting #5	Meeting #6	Meeting #7	Meeting #8
3	Year 3 (Oct 2023 - Sep 2024)	Meeting #9	Meeting #10	Meeting #11	Meeting #12

accreditation/duties of sicp-ac/ sep 2021 /ec

