

course date

Date: 18 – 22 August 2008
 Venue: CMA Auditorium
 The Auditorium, Conference Park / Construction Park
 234 Alexandra Road, Midrand

Note: Delegates are limited!

course fee & cancellation policy

TUITION:

SAPOA Members: R7 200.00 per person (VAT exempt)
 Non-Members: R8 200.00 per person (VAT exempt)

ACCOMMODATION:

Delegates should make their own reservations.
 A list of hotels and guest houses are available on request.

Cancellations for the course must be received not later than three weeks before the course starts. In the event that the organisers cannot find a replacement, no refund will be made.

In case of insufficient applications for a course, we reserve the right to cancel the course. Applicants will be informed and all fees will be refunded immediately.

very important please read carefully

1. Successful applicants will be advised of their acceptance, as soon as possible.
2. Please complete your form, then make and keep a copy for yourself.
3. **CHEQUES OR DIRECT DEPOSITS SHOULD BE MADE TO:**
 Deposit detail: SHORT COURSES: MIDRAND – UNIVERSITY OF THE FREE STATE
 Account No: 9128131623
 Bankers: ABSA
 Branch: Public Sector
 Branch Code: 630734

FAX A COPY OF DEPOSIT SLIP TOGETHER WITH YOUR REGISTRATION FORM TO (012) 808 3361

PLEASE NOTE THAT FAXED OR E-MAILED REGISTRATION FORMS CONSTITUTE VALID RESERVATIONS AND WILL BE TREATED AS SUCH AND YOU WILL BE HELD RESPONSIBLE FOR PAYMENT.

Each year SAPOA, in conjunction with various tertiary educational institutions, presents a range of short courses and training programmes.

There are separate courses suitable for various levels, including beginners, middle-management and senior management positions.

We have designed the courses so that they become stepping-stones in a logical training experience, which will equip participants for a rewarding career in the built environment.

This course has been recorded with SAQA (South African Qualifications Authority). You may claim the approved rebate from your SETA, on the cost of the course, thereby making it more attractive to employers for staff training.

This course also carries CPD points for built environment practitioners.

The number of delegates attending each course is limited, and it is recommended that your Registration Form is processed and submitted urgently. Please make copies of the Registration Form for your records.

comments on the course

- Very informative; thought provoking; useful for practical implementation.
- Very informative and highly specialised in his fields.
- He always made me feel like I must apply what he delivered.
- Amazed that Facilities Management plays such an integral part with environmental aspects
- Taught things that we never thought about.
- I have developed a completely new approach towards my job.

information & registration information

**General Information**

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University of the Free State

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 Email eldec@iafrica.com



S A P O A

FMP

EDUCATIONAL PROGRAMMES 2008

18 – 22 AUGUST 2008

GAUTENG



University of the Free State

Proudly sponsored by:



The FMP is an intensive course, which is held over five days. It is offered in conjunction with the University of the Free State and is designed for people in first level and middle management positions.

The FMP has been structured to provide delegates with a thorough understanding of facilities management and the application thereof in practice. The objective of the course is to distinguish between asset management, property management, facilities management, maintenance management and to equip delegates with a knowledge base suitable for structuring and executing a facilities management strategy. The concept and implementation of facilities management is fairly new to South Africa but destined to become a major service and career focus.

The contents of the course are broad based and supported by extensive course material. Lecturers are experienced academics and practitioners with sound knowledge and hands-on practical experience. The tutorial guides delegates in developing cognitive ability, which in turn will enhance their ability to substantially contribute towards the development of a facilities management strategy in their enterprises.

contents of course

- Introduction to property, facilities and maintenance management
- Asset and financial management relating to facilities management
- Property owner/Facilities manager relationship
- Management of operating costs and services
- Principles of facilities management (General, strategic facilities management, leadership)
- Planning (Effective facilities management; Space services; Environmental control in buildings; Outsourcing facilities management)
- Maintenance management (Introduction; Execution of maintenance work; Prioritising maintenance management; Principle of life cycle costing)
- Performance risk management (Service level agreement; Performance measurement; Benchmarking; Post occupancy evaluation; Risk management)
- Legal aspects (Law of contracts; Dispute resolution; lease agreement; Leasing of office space; Leasing shopping space; Delict and the property manager)
- Building management systems

structure of the course and workload

The FMP is a fulltime five-day course. Being inter-active and requiring participation, the number of delegates is limited.

The FMP is intensive and delegates will be involved in lectures and work sessions, reporting back in groups to all the delegates. This approach creates the opportunity for the development of tacit knowledge and to benefit from the broader experience base of all the delegates.

PLEASE COMPLETE IN TYPED FORMAT AND E-MAIL OR FAX TO US

eldec@iafrica.com
Fax (012) 808 3361

Cheques should be made out to:

Short Courses:
Midrand – University of the Free State

1. DELEGATE

Title

Surname

First name

Known name

ID Number

Age Gender Male Female

E-mail

Cell

Tel

Fax

Company

Current position

Number of years in current position

Detailed property experience

2. SPONSORING COMPANY/ENTITY TO INVOICE

SAPOA Member? Please tick Yes No

Name of Company (or Individual)

Main business of sponsoring company

Accounts Contact Person

Tel

Fax

E- mail (Person responsible for payment)

Postal address in full

Postal Code

Physical address (for courier/hand-delivery purposes)

Postal Code

VAT Registration

3. ACCOMMODATION

Accommodation to be arranged by delegates. A list of suitable accommodation in different price ranges is available on request.

4. VEGETARIAN MEALS REQUIRED:

Please tick

Signature of applicant _____

Date