

programme 2008

February	Registration
March	Assignment 1
April	Assignment 2
May	Assignment 3
June	Assignment 4
July	Assignment 5
August	Assignment 6
October	Block session
	22 – 25 October – Venue to be advised
November	Examination (1 x 4 hours)

course fee & cancellation policy

TUITION:	
SAPOA Members:	R13 000.00 + R3 000 = R16 000.00 (Includes 3 days accom (VAT included))
Non-Members:	R15 000.00 + R3 000 = R18 000.00 (Includes 3 days accom (VAT included))

Please note that the accommodation costs have not been confirmed yet.

The fee includes lecture notes, examination fees, accommodation and all meals for the three-day block session, but does not include the cost of a financial calculator, or transport to and from the venue.

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.

information & registration information

**General Information**

Jane Padayachee
SAPOA – CCPP 2008
PO Box 78544 Sandton 2146
Tel (011) 883 0679
Fax (011) 883 0684
Email events@sapoa.org.za
www.sapoa.org.za

Registration information

Marie Schlebusch
PO Box 146040
Bracken Gardens 1452
Tel (011) 900 3391
Fax (011) 900 3493 &
086 670 8307
Email mariesch@mweb.co.za

very important please read carefully

FAX OR POST COPY OF DEPOSIT SLIP TOGETHER WITH YOUR APPLICATION FORM

Marie Schlebusch
PO Box 146040, Bracken Gardens 1452
Fax (011) 900 3493 & 086 670 8307
Tel (011) 900 3391
Email mariesch@mweb.co.za

CHEQUES OR DIRECT DEPOSITS SHOULD BE MADE OUT TO:

Deposit detail: CE at UP (Pty) Ltd
Account No: 405 086 2993
Bankers: ABSA
Branch: Hatfield
Branch Code: 335-545

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

In the event of the application being accepted the applicant will be held responsible for payment.

closing date and additional information

1. The CLOSING DATE for registration is 16 February 2008.
2. Successful applicants will be advised of their acceptance, in writing, soon after the closing date. Delegates are required to bring a financial calculator with them to the course. If possible, it will be useful to bring a computer for the preparation of the project.
3. Please complete your form, then make and keep a copy for yourself.
4. Course material: Complete lecture notes will be provided to participants.
5. Language of instruction: English (but assignments and examinations may be done in Afrikaans if preferred).

background to the educational programmes

Each year, SAPOA – in conjunction with various tertiary Educational Institutions – presents a range of short courses and training programmes in property.

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 property industry.

The course has been recorded with SAQA (South African Qualifications Authority) and is awaiting approval. You may now claim the approved rebate from the Services SETA, on the cost of the course, thereby making it more attractive to employers for staff training.

The number of delegates attending each course is limited, and it is recommended that application forms are processed and submitted urgently in each instance.

The attached pages provide a synopsis of the CCPP Programme, as well as a registration form.

Please make copies of the Registration Form for your own records.

course well supported

The CCPP course has been well supported in the past by various organisations:

ABSA Bank	Optima Property Solutions
ABSA REAM	Orion Group
Airports Company SA	RCP Brokers
Botswana Development Corp	RMB Properties Pty Ltd
Business Property Solutions	SABC
Chelsea Manhattan Pty Ltd	SA Reserve Services
Corovest Pty Ltd	Spire Property Services
Dept of Public Works	Standard Bank – Property Finance
Imperial Bank	Strategic Alliance Property Cons Pty Ltd
Investec Property Group	Swish Properties
Facilities Management Africa Pty Ltd	
Limdev	
Marriott Corporate Properties	
Nedbank Corporate Property Services	



S A P O A

CCPP

EDUCATIONAL PROGRAMMES 2008

FEBRUARY – NOVEMBER 2008

1 YEAR DISTANCE LEARNING COURSE

CONTINUING EDUCATION
UNIVERSITY OF PRETORIA

Proudly sponsored by:



The Certificate for the Commercial Property Practitioner is South Africa's premier qualification for practitioners and brokers involved in office, retail and industrial leasing, selling management and investment. It is presented by the University of Pretoria in conjunction with SAPOA. Experienced academic staff as well as leading figures in the industry provide a strong functional base to the programme. The objective of the course is: To provide the necessary skills and knowledge for the broker and practitioner to function effectively, efficiently and successfully in the commercial and industrial property sectors. Participants in the CCPP will find their skills and knowledge sharpened not only by the practical instruction and case studies, but also by the interchange of ideas with the lecturers and their colleagues in the three-day block session. The CCPP is open to all brokers and property practitioners – whether independent or employed by institutions. Entrance qualification is a minimum of matric, with mathematics at matric level being desirable. Appropriate broker experience will be a recommendation for acceptance.

structure of the course and workload

The course comprises 26 subjects to be studied by correspondence between February and November 2008, as well as a three-day full-time block session. During October, participants will attend a three-day block session at a venue in Gauteng. During the three days, practical case studies and problems will be discussed by leading practitioners in the field. Time will also be allowed for discussion of any problems or contentious issues which participants may have encountered during their preparation. Evaluation is by means of six assignments (to be submitted on a monthly basis from March), and a 4-hour written examination in November. Limited arrangements may be made for participants to write exams in the main centres in the country. In order to gain admission to the examination, participants will have to have attained an average evaluation mark of at least 40% in the assignments. To successfully qualify for the Certificate for the Commercial Property Practitioner (to be issued by the University of Pretoria), a participant will have to obtain an aggregate pass mark of 50%. The examination will carry a weight of 60% of this mark and the assignment mark 40%.

contents of course

- INTRODUCTION TO PROPERTY DEVELOPMENT**
To provide an overview of the property development process and the major participants in the industry.
- BUILDING TECHNOLOGY AND SERVICES**
To provide the student with a basic understanding of building technology and services in commercial and industrial properties.

- BUILDING AND DESIGN ECONOMICS**
To provide an overview of principles and techniques used to determine the final building cost as well as the factors which will influence the final building cost of a development, including the importance of efficient design for the success of commercial and industrial property developments.
- FINANCIAL MATHEMATICS**
To enable the student to do elementary financial calculations, using a financial calculator. The principles and application of discounted cash flow and measures of return (NPV, IRR) will be explained and illustrated by way of practical examples and case studies.
- MANAGEMENT ACCOUNTING**
To provide a brief overview of the purpose, format and interpretation of financial statements, as well as ratio analysis with particular emphasis on the Du Pont System.
- PRINCIPLES OF ECONOMICS**
To introduce the student to the principles of economics and property economics, including location objectives and models urban land uses and the commercial and industrial property markets, demographic and urbanisation trends and public urban finances.
- PROPERTY LAW**
To introduce the participants to those aspects of law which are relevant to the commercial and industrial property broker. Specific attention is given to the Law of Property, Law of Contract (including leases), entities used in property transactions, applicable legislation, operation of the law and expropriation.
- TOWN PLANNING**
To provide a general understanding of the role of town planning in commercial and industrial property development, with emphasis on existing planning processes and plans as well as the various types of town planning in South Africa.
- PROPERTY FINANCE**
To provide an overview of the various sources of finance for property, including the cost of debt.
- PROPERTY MANAGEMENT**
To provide an overview of the main functional areas of property management.
- PROPERTY TAX**
The objective of the course is to make participants aware of the importance of and the opportunities for tax planning in relation to property transactions. The course will cover the tax implications on the purchase and sale of properties, the design of certain buildings, repairs and maintenance and will also review the value added tax implications of various property transactions.
- PROPERTY MARKETING**
To introduce the participant to the principles of marketing generally (including marketing management, the marketing plan and marketing promotion) and the marketing and leasing of commercial and industrial property specifically.
- NEGOTIATION**
To introduce the student to the principles of the negotiation process and the techniques that can be used in the process.
- PROPERTY VALUATION**
To provide an introduction to the principles of property valuation, by means of a discussion of the concept of value, the different valuation methods and a practical case study.
- INVESTMENT ANALYSIS**
To provide an overview of the principles of investment generally and property investment particularly, including the principles and viability studies, applied investment principles and the role of commercial and industrial property in investment portfolios.

PLEASE COMPLETE AND E- MAIL OR FAX TO US (If in writing, please print clearly) and e-mail:
Fax 086-670-8307
Marie Schlebusch, Email: mariesch@mwweb.co.za
Cheques to be made out to CE at UP (Pty) Ltd

1. DELEGATE

Title

Surname

First name

Known name

ID Number

Age Gender Male Female

E-mail

Cell

Tel

Fax

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

Please obtain signatures from your Manager in support of this application:

Name of manager

Signature of manager _____

Signature of applicant _____

Date