

CAPE TOWN**course date**

13 – 17 May 2008
Breakwater Lodge, GSB, Portwood Road,
V & A Waterfront

GAUTENG

3 – 7 June 2008
Roode Vallei Country Lodge
Plot 81, Zeekoegat, Kameeldrift East, Pretoria

course fee & cancellation policy**TUITION**

SAPOA Member: R7 900.00 per person (VAT exempt)
Non-Members: R9 000.00 per person (VAT exempt)

ACCOMMODATION:

Cape Town & Gauteng R4 500.00 (VAT included)

Note:

Accommodation fee is subject to change.
Tuition fees include lecture notes, meals and refreshments as provided as part of the course.

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 – PIP 2008
PO Box 78544 Sandton 2146
Tel (011) 883 0679
Fax (011) 883 0684
Email events@sapoa.org.za
Web 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**REGISTRATION FOR COURSES – FAX COMPLETED APPLICATION FORM AND POST COPY OF DEPOSIT SLIP TO:**

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/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 EMAILED 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

Delegates are expected to book into the Conference Centre on the first day of the course with registration taking place between 17h00 – 18h00. The official opening is at 18h30 with a braai/dinner. The course ends at ±14h00 on the Saturday with a lunch and handing out of certificates.

- The CLOSING DATES for registration:
PIP Cape Town: 25 April 2008
PIP Gauteng: 16 May 2008
- 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.
- Please indicate on the registration form, in which region you wish to attend PIP.
- Please complete your form, then make and keep a copy for yourself.

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.

Only the Gauteng & Cape Town PIP 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 Property Intermediate Programme, as well as a registration form.

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

feedback and comments

- The course was educative, informative and very interesting.
- It is vital to understand the property industry if you want to build a career in property
- Excellent course for people who want to make property development their career
- In general, the speakers are excellent and their presentation is professional
- The project and team spirit was excellent and I enjoyed it thoroughly
- Very good, although some subjects are too summarised
- Course material excellent and very handy for future reference
- Overall – the lecturers were good and the Programme was well planned
- This course is exciting and I think most employees involved in property should attend this course

course well supported

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

ABSA REAM	Johannesburg Housing Ltd
African Bank	Marriott Corporate Properties
Atterbury Properties	Nedbank Corporate Property Services
Atlas Management Services	Propnet
Boschendall Ltd	RMB Properties Pty Ltd
City of Johannesburg	Sable Homes Pty Ltd
Colliers RMS Pty Ltd	Spar
Eastern Cape Dev. Corp	Spire Property Services
Imperial Bank	Standard Bank – Property Finance
Gensec	Victoria & Alfred Waterfront



S A P O A

PIP

EDUCATIONAL PROGRAMMES 2008

13 – 17 MAY 2008 – CAPE TOWN

3 – 7 JUNE 2008 – GAUTENG



**CONTINUING EDUCATION
UNIVERSITY OF PRETORIA**

Proudly sponsored by:



PIP is an intense INTERMEDIATE course, which is held over four days. The course, which is held in conjunction with the University of Pretoria, is designed for people in junior and middle management positions.

PIP has been designed to provide delegates with a more in-depth knowledge of the property industry and development. Those delegates who previously attended the SAPOA BPP Course will benefit in particular.

The objective of the course is to extend the basic knowledge of participants of the principles and practices of property investment, development, marketing and management, and the inter-relationships between the various disciplines.

The course covers the broad principles and practice of property development, and includes lectures and tutorials by seasoned academics and practitioners with a sound knowledge of their subjects and hands-on experience.

Delegates, who ideally should be employed in junior and middle management positions, are drawn from the many disciplines that comprise the property industry such as property development, financial, legal, architecture, engineering, quantity surveying, building, planning, broking, valuers, marketers, etc.

structure of the course and workload

PIP is a full-time four-day course. The organisers will select delegates and reserve the right to accept or reject applications.

PIP is designed to give participants insight into the various subjects and – by active class and group participation – to promote awareness of the close synergy that is needed for a successful property development.

The programme is very intensive, and delegates will be involved in their lectures, studies, work sessions and practical exercises for the greater part of each day, including each evening until at least 22h00 when assignments and projects are worked on, as a broad range of subjects are touched on in class.

Delegates are encouraged and expected to participate in discussions. A certificate of attendance is issued on completion of the course.

The PIP courses in Cape Town and Gauteng are residential (compulsory), and in KwaZulu-Natal it is either residential or non-residential, depending on what suits the delegate best. Delegates are required to make travel arrangements to co-incide with the opening registration, as well as the closure of the programme.

subjects covered

- INTRODUCTION TO PROPERTY DEVELOPMENT**
 An overview of the property development process is given.
- PROPERTY ECONOMICS**
 The objective is to develop a better understanding of how the economy works. An overview of the South African and world economies will be established. Particular attention will be given to the cycle of the South African economy and of the performance of property as an economic commodity.
- DESIGN AND BUILDING ECONOMICS**
 The principles of the economics of building design, development and management will be covered.
- FINANCIAL MATHEMATICS**
 The principles of the time value of money and measures of return are taught by means of hands-on calculations on a financial calculator.
- DEVELOPMENT VIABILITY ASSESSMENT**
 The main objective of this subject is to provide an introduction to the viability assessment of a development. The factors affecting success and a guide to co-ordinated economic viability will be discussed.
- PROPERTY LAW**
 A broad outline of the legal system relating to the property industry will be covered. Specific emphasis will be placed on the registration of deeds and the law of contract.
- PROPERTY MARKETING**
 Participants will be given a broad overview of some of the principles of marketing with specific attention to the relevance of marketing to the property industry.
- PROPERTY VALUATIONS**
 The objective is to give the participant a reasonable insight into the procedure of determining the market value of a property.
- TOWN PLANNING**
 A broad outline of town planning procedures will be given to the participants. The different steps taken, the factors influencing the development and relevant regulations will be covered.
- PROPERTY TAX AND VAT**
 Aspects of property tax and the application of VAT in property transactions will be highlighted.
- PROPERTY INVESTMENT**
 An overview is given of the types of property ownership, investment, decision-making criteria, principles of property finance and investment portfolios.

Delegates are required to bring along their own financial calculators. The Sharp Business/Financial Calculator EL-735 is recommended.

PLEASE INDICATE IN WHICH REGION AND WHAT DATE YOU WISH TO ATTEND PIP

- CAPE TOWN:** 13 – 17 May 2008
 Fax 086 670 8307
 Marie Schlebusch, Email: mariesch@mweb.co.za
Cheques to be made out to CE at UP (Pty) Ltd
- GAUTENG:** 3 – 7 June 2008
 Fax 086 670 8307
 Marie Schlebusch, Email: mariesch@mweb.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

VAT Registration

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

Name of manager

Signature of manager _____

Signature of applicant _____

Date