

GAUTENG: UNIVERSITY OF JOHANNESBURG

PFP | Property Financial Programme (Intermediate)



The PFP Intermediate is the second level of three levels of the Property Financial Programme.

▶ Target Population

This PFP training programme is aimed at people who have no formal experience or knowledge in financial concepts in the Commercial or Industrial Property Industry and wish to further their career in the financial environment.

▶ Pre-Requisites

Successful completion of the PFP Basic training Programme is a pre-requisite for entry into the Intermediate level of the Property Financial Programme (PFP)

▶ Syllabus

Topics Covered:

Module 1

- Advanced time value of money

Module 2

- Budgeting

Module 3

- Capital budgeting and decision making

Module 4

- Lease analysis

Module 5

- Utilities management

▶ Assessment

Methods of assessment will be aligned to the UJ academic regulations. The outcomes will be a compulsory assessment that promotes understanding and application of the information provided and assessed as follows:

- Summative assessment opportunity: Consists of a last assessment opportunity
- The assessment papers will have a combination of objective test questions, and/or short questions and/or case study questions
- A pass rate of 50% is required
- Successful completion of this PFP Intermediate training programme is a pre-requisite for entry into the advanced levels of the Property Financial Programme (PFP)

▶ Student Work Load

The training programme will include:

- Formal contact (classroom time)
- Individual and team learning
- Completion of an open book assessment at the end of the programme
- Please note: **Delegates must have a financial calculator as an essential requirement for this programme. A Hewlett Packard model HP 10B-11* is preferred.**



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► Teaching / Learning Methods

In line with UJ's teaching and learning philosophy of learning to be, rather than learning about the programme follows a multi-faceted, student directed teaching and learning strategy. The approach followed adheres to the principles of adult learning, in which students are encouraged to take responsibility for their own learning, while being assisted and supported through teaching/learning methodologies:

- Contact sessions facilitated by lecturers who are subject specialists and experienced in learning facilitation
- Practical assignments that are designed to assist students to integrate and apply learning in a practical work context
- Group and peer learning activities for critical engagement with learning content and to share relevant learning and work experiences
- Provision for consultations with lecturers outside contact sessions

► Certification

A certificate of competence for delegates who successfully comply with the Assessment Criteria or a certificate of attendance will be issued on successful completion of the training programme.

► Outcomes

At the end of this PFP Intermediate training programme delegates will be able to demonstrate their basic knowledge in the following outcomes:

1. **Explain the time value of money concept and perform advanced calculations on single amounts, annuities, perpetuities and mixed streams of cash flows and interest conversions**
 - All the variables involved in time value of money calculations based on single amounts or lump sums are accurately solved. Ordinary annuities and annuities due are accurately calculated and calculations to solve all the variables pertaining to annuities including PV, FV, PMT, N and I are correctly performed. Calculations on problems in time value money relating to mixed and multiple cash flows are accurately performed.
 - The way loans are amortised or paid off and how perpetuities work are understood and problems relating to loan payment calculations and perpetuities are accurately solved

- The way interest rates are quoted is understood and nominal and effective interest rates are clearly differentiated.

2. Differentiate between the different types of budgeting

- How budgeting fits into the overall framework for decision-making, planning and control is explained
- The six different purposes of budgets are described
- The administration of budgets, and the various stages in the budgeting process are accurately described
- Functional and master budgets can be accurately prepared
- A cash budget can be accurately prepared
- The role of budgeting systems in non-profit making organisations is clearly defined

3. Understand the cost of capital concepts by performing simple calculations and explain the basic capital budgeting techniques to assist in investment decisions

- The concept of required rate of return is correctly defined
- The concept cost of capital is accurately explained
- The cost of capital concept is clearly understood by accurately performing simple calculations including the calculation of the weighted average cost of capital (WACC)
- Independent projects and mutually exclusive projects are clearly differentiated
- The cash flows that are relevant to the capital investment decision are correctly identified
- The basic capital budgeting techniques (i.e. ARR; Payback; NPV; and IRR) are accurately explained, calculated and applied

4. Explaining different lease and rest types and conduct a tenant analysis

- The elements of a lease are accurately identified and explained
- The differences in gross, net, percentage etc. leases are accurately explained
- The different concerns in evaluating prospective tenants are accurately discussed

5. Understand the methods and need for facility management.

- Rates and taxes levied by municipalities are clearly identified and calculated
- The cost of electricity and management tolls for effective consumption are accurately explained
- Other property related levies and charges are accurately explained, calculated and applied.

► Accreditation

University of Johannesburg is a comprehensive accredited academic institution. As required by the Higher Education Act, it is registered with the Department of Education as a public higher education provider and its qualifications are accredited by the Council on Higher Education and recognised by the South African Qualifications Authority (SAQA).

* All fields compulsory

DELEGATE

Title
Surname
Known name
First name
ID Number
Age Gender Male Female
Race African Coloured Indian White
Email
Cell
Tel
Fax
Company
Current position

Number of years in current positions
Detailed property experience

Motivation

DIETARY REQUIREMENTS

Explain:

SPONSORING COMPANY/ ENTITY TO INVOICE

SAPOA Member? Yes No
Name of Company (or individual)
Main business of sponsoring company
Accounts contact person
Tel
Fax
Email (person responsible for payment)
Postal address in full
Postal Code
VAT registration

Please obtain signatures from your Line Manager in support of this application:
Name of line manager

Signature of line manager

Signature of applicant

Date

HIGHEST QUALIFICATION

Diploma Degree Honours Degree Masters Degree

Name of qualification

As a consequence of the demand and the limited number of delegates the organisers reserve the right to be selective of applicants.

COURSE DATE

Date: 5 - 7 November 2018
Venue: Auckland Park, Johannesburg

PROGRAMME FEE AND CANCELLATION POLICY

SAPOA Members R6 600.00 (excl vat)
Non-Members R10 990.00 (excl vat)

1. Successful applicants will be advised of their acceptance, as soon as possible.
2. Please complete a form then make a copy for yourself.
3. Cheques or direct deposits should ASAP be made to:

Bank: Nedbank
Branch: Corporate Client Services
Branch No: 145405
Account No: 145 409 4206
Account Name: University of Johannesburg
Swift Code: NEDSZAJJ

CANCELLATION POLICY

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

EMAIL a copy of deposit slip together with your registration form to: property2@uj.ac.za

Please note that emailed registration forms constitute valid reservations and will be treated as such and you will be held responsible for payment.

Accommodation, transport and meals for your own account.



GENERAL INFORMATION

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PRINT

CLEAR FORM