

GAUTENG: UNIVERSITY OF JOHANNESBURG PMP | Property Management Programme



▶ Target Population

Delegates will only be accepted if they are employed within the property management area

▶ Pre-Requisites

- People who are interested in studying Property Management Programme are welcome to apply, but subject to selection criteria
- Recognition of Prior Learning (RPL) will be taken into consideration
- Delegates must be working in the property industry (2-3 years experience)

▶ Objective

- The objective of the 1 year SAPOA Property Management Programme is to provide participants with a comprehensive overview of processes and decision making in the property management work environment

▶ Important Dates

Block weeks: 21-25 May & 12-16 November 2018
Exams: November and December
Closing date: 29 April 2018

▶ Syllabus Topics Covered:

- Programme Introduction
- Property Management and related legislation
- Property management economics, valuation and planning
- The management plan
- The budgeting process, income and expenditure management
- Property owner and property manager relations
- Property management - marketing
- Lease negotiations
- Lease agreements and related legislation
- Property management, administration and accounting
- Tenant relations
- Managing the office and preparation of the management report



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PMP | Property Management Programme



- Tenant relations
- Technical component of a building and house keeping
- Introduction to property maintenance
- Procurement and management of service provider contracts
- Local authority, utility and energy management
- Occupation Health & Safety act and other environmental health and safety issues
- Risk management related to property management
- Building inspection and work prioritisation
- People management
- Property valuation
- Retail property management
- Office property management
- Industrial property management
- Residential property management
- Fund and asset management
- Property finance and investment
- Property development

▶ Assessment

Each module in the training programme is accompanied by an assessment, either a test or project

▶ Student Workload

The training programme will include:

- Formal contact (classroom time)
- A work experience log book is completed by the student and signed of by the work-place mentor
- Assignments
- Exams

▶ Teaching / Learning Methods

Participants are expected to follow a structured learning programme, comprising of lectures, assignments and formal as well as informal assessments. Learners are expected to actively participate in programme activities

- Formal lectures, interactive case studies
- Individual and team learning

▶ Outcomes

The programme is divided into five main themes. A strong emphasis will be placed on case studies relating to these themes:

1. Property law
2. Property related technology and facilities
3. Property Management
4. Property economics and finance
5. Property marketing

At the end of this training programme students will be able to demonstrate a thorough understanding an apply concepts in the above mentioned fields

▶ 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 registered with 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

PROFESSIONAL TRAINING

Indicate priority by numbering NO MORE THAN TWO of the following categories of your own profession

<input type="checkbox"/> Architecture	<input type="checkbox"/> Developer on behalf of Institution / Company
<input type="checkbox"/> Residential	<input type="checkbox"/> Professional project manager
<input type="checkbox"/> Commercial / Industrial	<input type="checkbox"/> Legal
<input type="checkbox"/> Engineering	<input type="checkbox"/> Practicing attorney
<input type="checkbox"/> Civil	<input type="checkbox"/> Company legal advisor
<input type="checkbox"/> Structural	<input type="checkbox"/> Marketing / Broking
<input type="checkbox"/> Other (please specify) <input type="text"/>	<input type="checkbox"/> Management
<input type="checkbox"/> Financial / Investment	<input type="checkbox"/> Development
<input type="checkbox"/> Large institutions	<input type="checkbox"/> Quantity Surveying
<input type="checkbox"/> Private practice	<input type="checkbox"/> Town Planning
<input type="checkbox"/> Banking / Building Society	<input type="checkbox"/> Valuers
<input type="checkbox"/> Property management & development	<input type="checkbox"/> Other (please specify) <input type="text"/>
<input type="checkbox"/> Developer with financial involvement	

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

COURSE DATE

Block weeks: 21-25 May 2018 (Block 1)
12-16 November 2018 (Block 2)

Venue: Auckland Park, Johannesburg

COURSE FEE AND CANCELLATION POLICY

SAPOA Members R31 570.00 (excl VAT)
Non-Members R40 980.00 (excl VAT)

The course fee must be paid prior to attendance. An invoice will be issued on acceptance of your registration. Delegates, particularly public sector applicants, must ensure that the applicable account of SAPOA for this course is on the sponsor's vendors list. Before delegates register they should ensure that their attendance has been approved and an official order is issued where applicable. If the sponsor fails to settle the course fee, the delegate will be held personally responsible for payment.

1. Successful applicants will be advised of their acceptance, as soon as possible.
2. Please complete and submit your form. Make and keep 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. In case of insufficient applications for the course, we reserve the right to cancel the course. Applicants will be informed and all fees will be refunded immediately.

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 and transport are for your own account. A list of suitable accommodation in different price ranges is available on request. Refreshment and lunch are included in the course fee.

GENERAL INFORMATION

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PRINT

CLEAR FORM