



Gauteng: University of Johannesburg

PSPP Public-Sector Property Programme

(BLOCK 1 > 27-31 MAY 2019) • (BLOCK 2 > 03-07 JUNE 2019)

▶ Course Profile & Objectives

This is a block week programme offered over two weeks to students who are already working in property management in the public sector. The objective of the SAPOA Public Sector Property Programme is to develop knowledge and skills in the public sector property management sectors in South Africa. The programme will develop knowledge and skills through providing an understanding of the key theories and concepts in property management, finance, legislation, marketing and technology aids in property management and coupled with how they are applied in practical scenarios.

Learners are expected to actively participate in programme activities:

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

▶ Pre-Requisites

Grade 12 + 2-3 years public sector industry experience.

▶ 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:

- Assignments

▶ 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).

DFIM has been recognised by both the Institute for Chartered Financial Analysts (CFA), the Institute for Chartered Alternative Investment Analysts (CAIA) and the Financial Planning Institute (FPI) and accredited by the South African Council for the Property Valuers Profession.

▶ 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.

▶ Important Dates

Duration: 2 Weeks
Block weeks: Classes weekly 8:30 - 16:30
Dates: 27-31 May 2019 (Block 1)
 03-07 June 2019 (Block 2)

► Syllabus

Outcomes and topics under Syllabus

Property Legislation

Contracts
Tenders
Leasing
RHA, FICA, CPA
Property Management ombudsman and EAAB
Government Immovable Asset Management Act
Public sector policies and white papers
Title deeds and conveyancing

Charters

Property Charter
Construction Charter

Property Finance

Financial management and the PFMA
Financing options
Tax issues
Property cycles
local economic factors
MPRA

Property management

Broker relations
Manager / tenant relations
Management plans and reports
Facilities management
Utilities management
Contractor negotiations and relationships
Customer satisfaction and service

Property Investments

Feasibility and viability analysis
Investment criteria for public sector
Development as an investment
Gentrification and inner city regeneration
Project management
Marketing

Property Valuations

Valuation of public buildings
Selected specialised buildings ie historical buildings
Town planning and related considerations

Green and environmental aspects

Managing environmental issues
Impact of green features

Soft skills

Functioning in a group
Strategy, mission and vision
Stress management

► Delegate Quotes

1. "That was an added value session"
2. "Just the openness and humour of the lecturing team! Thank you"
3. "Extremely satisfied"

* 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 Development
<input type="checkbox"/> Financial / Investment	<input type="checkbox"/> Quantity Surveying
<input type="checkbox"/> Large institutions	<input type="checkbox"/> Town Planning
<input type="checkbox"/> Private practice	<input type="checkbox"/> Valuers
<input type="checkbox"/> Banking / Building Society	<input type="checkbox"/> Other (please specify) <input type="text"/>
<input type="checkbox"/> Property management & development	
<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 DATES

Duration: 2 Weeks
Block weeks: Classes weekly 8:30 - 16:30
Dates: (Block 1) 27-31 May 2019 • (Block 2) 03-07 June 2019
Venue: Resolution Circle Towers - Barry Hertzog Ave & Empire Road, Milpark, Johannesburg, 2092

COURSE FEE AND CANCELLATION POLICY

SAPOA Member: R 41,500.00
 Non-Member: R 61,200.00

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