



# Gauteng:

## Midrand / Centurion / Pretoria\*

# FMP

## Facilities Management Programme

11-13 NOVEMBER 2019 > 3 DAY COURSE



### > Aim of the Course:

The FMP is an intensive three day course structured to serve all built environment practitioners offered in collaboration with Higher Education Institutions (HEI). It is aimed at people in first and middle management positions. This course is structured to enhance innovative thinking and entrepreneurship. It is not recipe based, but strongly focussed on innovation and career development. We learn people to think! Private sector practitioners as well as the public sector have substantially benefitted from this course over the years. More than 1 200 delegates, including persons from other countries, have attended this course, many of whom have been launched onto a lucrative FM career path.

### > Structure & Contents:

The FMP has been structured to provide delegates with a thorough understanding of facilities management and the application thereof in practice. The course distinguishes between asset management, property management, facilities management, maintenance management and equip delegates with a knowledge base suitable for structuring and executing a facilities management strategy.

The following are the main topics dealt with:

- Asset and property management; Financial management
  - The client, service level agreements and (post) occupancy management
  - Benchmarking and performance management
  - Services: Outsourcing/in-house provision
  - Condition assessment and maintenance budgeting: Maintenance management; Pest control
  - Intelligent, energy efficient and green buildings; Passive environmental control
  - Facilities management legal environment: Law of contracts; Dispute resolution; Lease agreement; Leasing of space; Delict and the facilities manager
  - Marketing and public relations
  - Human resources
  - Communication
  - Occupational health and safety
  - Risk management
  - Regulatory environment
  - Facilities manager as project manager
  - Total quality management
  - Public private partnerships
  - Facilities management quo vadis: Education, innovation and research
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- Facilities management defined
  - Body of knowledge/competencies
  - Structure of the built environment
  - General and Strategic management, Business plans
  - Space creation and management
  - Administration, information and communication technology
  - Building information modelling and facilities management computerisation

### > Assessment

As part of our ongoing quality assurance, candidates take part in the following:

- A short open book “Knowledge Gained Survey” on the final day of the programme
- Compilation and submission of a practical and own workplace applicable assignment three months after completion of the course.
- The course content is extensive, but delegates receive comprehensive study material for utilisation when preparing the assignment, and or future career development.

### > Certification

A certificate of completion is issued to delegates who have taken part in the knowledge survey and completed the assignment successfully. A certificate of attendance is issued to other delegates. In terms of the Higher Education Quality Committee (HEQC) Framework for Delegated Functions, Higher Education Institutions (HEI) have the authority to quality assure its own Short Learning Programmes (SLPs) and the certification is thus also SAQA compliant.

### > Who should attend?

The concept and implementation of facilities management have become a major service and career focus. This course consistently enjoys very favourable evaluations from delegates. It has depth, and it offers immediate practical applications that energise and build careers. It has a proven track record that demonstrates career enhancement for persons on all levels who are responsible for the management of facilities of all types. Candidates come from the private and public sector, many from other countries, to attend the FMP.

### > Comments from delegates who attended previous FMP courses facilitated by CEA

- Very informative; thought provoking; useful for practical implementation.
- He always made me feel like I must apply what he delivered.
- Amazed that Facilities Management plays such an integral part with environmental aspects.
- Taught things that we never thought about.
- I have developed a completely new approach towards my job.
- I learnt a great deal that I didn't know and the material will be a good reference in the future.
- The course provided an excellent insight into the need for Facilities Management.
- It was empowering and productive!
- This is a great course and is very helpful.
- The best!



\* 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

**PRINT**

**CLEAR FORM**

## 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: 11-13 November 2019  
Venue: Roodevalley, Pretoria

## PROGRAMME FEE

SAPOA Members: R 11,300 (VAT exempt)  
Non-Members: R 13,560 (VAT exempt)

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 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. With your acceptance to the course, an invoice and the relevant banking information will be provided for immediate payment.

**PLEASE NOTE:** Faxed or e-mailed registration forms constitute valid reservations and after acceptance the applicant will be held responsible for payment.

## CANCELLATION POLICY

Cancellations for the course must be received not later than three 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.

FAX OR EMAIL a copy of deposit slip together with your registration form to:

- E-mail: [info@cea.co.za](mailto:info@cea.co.za)
- Fax: 086 586 2024

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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