



**SAPOA**

SOUTH AFRICAN PROPERTY  
OWNERS ASSOCIATION

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**REAL ESTATE  
EDUCATION COURSES**

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[www.sapoa.org.za](http://www.sapoa.org.za)







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**Courses will be offered online and face-to-face**

**SAPOA in partnership with the Universities offer in-house training which is available on request. Look out for this icon on the specific courses.**

**AVAILABLE ON REQUEST**

# Introduction

Established in 1966, The South African Property Owners Association (SAPOA) is the representative body and official voice of the commercial real estate sector in South Africa.

Being the industry representative of 90% of the country's property companies and an authoritative voice in the commercial property industry, SAPOA is continuously setting out to maximise its level of activity within the sector, thus cementing its commitment to the realisation of a more vibrant and globally competitive industry.

## VISION

To be a nationally accepted and internationally recognised leading property association.

## MISSION

SAPOA's mission is to actively and responsibly represent, promote and protect the interests of our member's commercial activities within the real estate market.

The Educational efforts of SAPOA are aimed at:

- Increasing knowledge and skills for the property industry amongst employees within the industry.
- Ensuring that the content of programmes, webinars workshops and other educational interventions are aligned to industry needs; and
- Raising employability and competence for the practitioners and professionals in the industry.

# Accreditation

All SAPOA Education Courses are held nationally in partnership with various universities.

The Universities obtain accreditation for their qualifications through the Higher Education Quality Committee of the Council for Higher Education (HEQC of the CHE), recognised by the South African Qualifications Authority (SAQA) as the Education and Training Quality Assurance body (ETQA).

Companies can claim refunds from their skills levy when their employees attend short courses presented by SAPOA through the University. These courses are incorporated into their companies' skills plans which they submit to the SETA's.

The real estate programmes are accompanied by an assessment that promotes understanding and application of the information provided.

We offer you the opportunity to gain a real estate qualification at the doorsteps of the largest concentration of real estate employers on the African continent. This enables you to start a career in the most sophisticated real estate market in Africa.





# Careers in the Property Industry

Property Development is the ability to produce versatile, aesthetically appealing and functional design that meets not only the client but honours global sustainability goals. Architectural projects are, by their nature, complex, requiring an intermingling of various professionals working towards a common goal.

If it's a great career you are after and you want to be part of these highly recognised professional teams, the Property Industry could be the place for you! The Property Industry offers a wide spectrum of careers, from Property Finance, Law, Marketing, Accounting, Quantity Surveying, and Property Valuation to name a few.

## Planning your career

Career planning is a lifelong process that can help you manage important life and work decisions. As much as you may want it to, your career path will not likely follow a straight line. Career planning is a great way to ensure your career is going in the right direction.

Not only does it help you realise your passion, it also facilitates your career goals with tangible actions and aims. By assessing your situation, you'll be able to determine and fill any gaps in your knowledge or experience that might be holding you back from your dream job.

With a career path you will:

- Have a broader skill base
- Make logical job transitions
- Have increasing responsibility
- Have a broader prospective
- Make decisions easier
- Earn more



# Career Paths

## REAL ESTATE

Property (or more appropriately, real estate) refers to land and buildings for use as homes, offices, shops, restaurants, warehouses, hotels, etc. It represents approximately half of the world's economic wealth. Studies in this area enable you to understand how to invest in it, how to manage it, how much to sell it for and how to develop it. It could also enable you advise others how to use it.

Studies in this area will enable you to work for both the public and private sectors for firms which own, develop, use or manage real estate or act as advisors to owners and investors. You can also work for financial services institutions as well as firms that provide consulting services in real estate.

The following are some of the key business areas in the real estate sector.

### 1. Real Estate and Asset Management

The real estate managers' jobs vary by the position they hold, the type of firm they work for, and the type of real estate asset they manage. Their role includes managing property in ways that maximise returns for property owners. They are thus responsible for marketing and leasing the property, managing the office as well as the finances of the operation, and dealing with all legal issues connected to running the asset.

Beyond this, real estate managers must become capable of using the latest technologies to reduce operating costs, maximise rental revenues, and monitor property performance. They must provide complex financial reports to owners and ensure safety procedures exist to protect users and the property itself. They must ensure their operations comply with changing governmental regulations, and are able to operate properties in an environmentally sustainable way. In their role as leaders, real estate managers must learn to adapt quickly to changes such as changing demographics, new technologies, and rapid changes in the business environment.

Those who manage different buildings and acquire, dispose of, finance and manage portfolios of different assets are known as asset managers. They focus on the investment quality of the asset, making decisions that impact a property's financial performance. In many cases the asset manager is the agent of the owner and in charge of selecting a third-party management company and monitoring the performance of that company.

### 2. Facilities Management

Facilities Managers are responsible for the total management of all services that support the core business of an organisation. They ensure that a firm has the most suitable working environment for its employees and their activities. Their tasks include: Procurement and Contract Management; Building and Grounds Maintenance; Cleaning; Catering and Vending; Health and Safety; Security; Utilities and Communications Infrastructure as well as Space Management. If these are done well, a firm's operating costs can be reduced while its productivity is increased.

### 3. Corporate Real Estate

As a Corporate Real Estate Manager, you are responsible for the buildings occupied by a firm as a place to do business, as a marketing tool and also as a significant financial investment. The trend in this area is for Corporate Real Estate Managers to help the company align its real estate assets to its business objectives in decisions that involve Site Analysis, Leasing versus Owning decisions, Building Acquisition and Disposal, Sale and Leaseback Deals and Portfolio Refinancing among other factors.

### 4. Valuation

Your job will be to estimate and offer opinions on the value of real estate, whether it is residential or commercial, using your expert knowledge and knowledge of the local market. You may also do valuations of specialised properties and provide expert advice in compensation, litigation or insurance claims. Appraisers (as they are called in the US) work for different clients and are usually paid for each assignment. You can also work as a consultant, providing advice on issues such as Site Analysis, Leasing versus Owning decisions, Property Tax appeals, Investment Analysis and Portfolio (a collection of assets) Valuation.

### 5. Development

Careers in development take on a more entrepreneurial flavour than the others. You will work for firms that acquire land or old buildings that could be renovated and prepare it for development into homes, offices, hotels, factories, and shopping centres and sell them directly or through other firms. The scope of real estate development spans the African continent, with South African developers playing leading roles in development projects across Africa. This makes a career in development one of the fastest growing international careers on the continent.

### 6. Banks, Insurance Companies and Pension Funds

You can work in many parts of the financial services sector including banks, insurance companies and pension funds, where your role could be in Business Advisory, Residential or Commercial Lending or Risk Analysis. You could also work for venture capitalists or for government regulatory bodies in charge of the financial sector.

# Our Partners



**SAPOA**  
SOUTH AFRICAN PROPERTY  
OWNERS ASSOCIATION

## UNIVERSITY OF CAPE TOWN

GRADUATE SCHOOL OF BUSINESS (GSB)

Tracy Kimberley – Programme Coordinator

T: 021 406-1346

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## UNIVERSITY OF CAPE TOWN

UCT

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## ENTERPRISES UNIVERSITY OF PRETORIA

ENTERPRISES UNIVERSITY OF PRETORIA

Marinda Prinsloo – Senior Course Coordinator

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## UNIVERSITY OF JOHANNESBURG

UNIVERSITY OF JOHANNESBURG (UJ)

Marie Mangwi Ayaba

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## CAREER EXCEL ACADEMY

Driekie van der Westhuizen

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# UNIVERSITY OF CAPE TOWN

## GRADUATE SCHOOL OF BUSINESS

### COURSE DESCRIPTIONS

GRADUATE SCHOOL OF BUSINESS (GSB)

Tracy Kimberley – Programme Coordinator

T: 021 406-1346

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# PDP

## Property Development Programme

### > Course Profile & Objectives

The extremely popular Property Development Programme is presented jointly by the Graduate School of Business (GSB) University of Cape Town and SAPOA. This intensive course is South Africa's premier management programme on property finance, valuation, property law, negotiation, investment, development, marketing and management. Delegates attending PDP will find their skills and knowledge sharpened not only by the practical instruction and case studies, but also by the interchange of ideas with their course colleagues, resulting in an extended basic knowledge in the principles and practices of property investment, development, marketing and management. An experienced GSB faculty - supplemented by national and international instructors - will provide a strong base to the programme in the areas of financial management, group dynamics, strategic thinking, negotiation, presentation skills and economics. The course provides a balance between theory and practice provided by academics and subject matter experts who are leading figures in the industry.

One long-term objective of the course is to promote the profitability of sponsoring companies through high level management development. In addition, delegates build long lasting business and personal relationships with course colleagues. Participants are drawn from the many disciplines that comprise the commercial property industry, for example, property development, financial, legal, architectural, engineering, quantity surveying, building planning and the broking sectors. The calibre of participants is traditionally very high and the standard of instruction is therefore pitched at senior and potential senior management.

### > Course Content

A maximum of 64 delegates are selected to attend each PDP. The PDP Committee will select delegates and reserve the right to accept or reject applications. The PDP course is extremely intensive, with lectures and projects. The learning process is stimulated through a combination of blended modules, discussion, seminars and project work. This is supplemented by periods of private preparation, during which the delegate reviews the course material provided during the past day, and prepares for coming lectures.

### > Areas of Study

- Economics
- Financial Management
- Marketing
- Viability, Feasibility and Valuation
- Contracts and Tenders
- Town Planning
- Property Management
- Property Law
- Property Taxation
- Strategic Thinking - Doing Business in the Chaotic World
- Projects

### > Pre-Requisites

- 7 - 10 years of commercial or industrial property experience
- Middle to senior management level Preference will be given to candidates with tertiary qualifications
- Compulsory to submit your full cv for review purposes.

### > Practising Architects

The PDP is accredited by the SAIA in the area of CPD category: 1 • CPD credits: 8.0 Accredited reference: CPD SAIA

### > Practising Quantity Surveyors

The PDP is accredited by the ASAQS in the area of CPD category: 1 • CPD credits: 17

Accredited reference: CPD ASAQS





# UNIVERSITY OF CAPE TOWN

## COURSE DESCRIPTIONS

UCT  
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# IPP

## The Introduction to the South African Property Programme

### > Course Objectives:

The main objective of this course is to provide participants with an introduction to the SA property industry. It is an induction programme to the Sector which SAPOA members can use as part of their overall company induction programme.

### > Course Outcomes:

- Understand the structure of the SA property sector.
- Understand the role players in the SA property sector (including REITS).
- Understand the critical rules that drive the property sector (The Law).
- The fundamentals of town planning.
- Fundamentals of major functions of the property business.
- Property management.
- Property facility management.
- Property asset management
- Analysis of trends in the SA property sector
- An introduction to property investment terminology

### > Course Content:

- **Module 1** Introduction to the SA property sector; SA property trends
- **Module 2** The players in the SA property sector
- **Module 3** The fundamentals of property law and planning
- **Module 4** An introduction to major real estate functions and decision-making
- **Module 5** An introduction to property investment concepts

### > Mode of Delivery (sessions)

Synchronous on-line sessions, two mornings a week for three weeks

### > Assessment

Methods of assessment will be aligned to the UCT academic regulations. Which are on gong assessment / Online activities

### > Accreditation

The course will be taken through the UCT accreditation process – UCT courses are accredited by the Council of Higher Education.







# IPIF

## The Introduction to Property Investment and Finance

### > Course Objectives:

The main objective of this course is to provide an intermediate understanding of property investment and financing concepts. It should form the knowledge basis for other specialised programmes and the Property Development Programme (PDP).

### > Course Outcomes:

- The characteristics of a property investment..
- The property investment objectives.
- Assessment of property investment performance.
- Property investment vehicles (REITs).
- Valuation of properties.
- Property investment entities.
- Property cash flow and investment decision making.
- Excel functions used in property investment (IRR – NPV).
- Financing the property investment.

### > Course Content:

- Module 1 The characteristics of a property investment
- Module 2 Assessment of property cash flows
- Module 3 Making the property decision
- Module 4 Assessment of property performance
- Module 5 Valuation of property investment
- Module 6 Financing property investments

### > Mode of Delivery (sessions)

Synchronous online sessions, two mornings a week for three weeks

### > Assessment

Methods of assessment will be aligned to the UCT academic regulations. Which are on gong assessment / Online activities

### > Accreditation

The course will be taken through the UCT accreditation process  
– UCT courses are accredited by the Council of Higher Education.





### > Course Objectives:

The focus of this programme is to offer a comprehensive programme for property practitioners working in the public sector.

### > Course Outcomes:

- To equip public officials to develop a Public Property Asset Management (PPAM) Framework.
- To equip public officials to identify and prioritise projects based on key objectives, project outcomes and impacts identified in a PPAM Framework
- To equip public officials to conceptualise, package and implement projects based on a sound understanding of market demand, project feasibilities and the development process.
- To equip public officials to understand the private sector imperatives and constraints and to be able to constructively engage with the private sector.
- To equip the private sector to understand the public sector imperatives and constraints and to be able to constructively engage with the public sector.

### > Course Content:

- Module 1 – Introduction to public property assessment management - value realisation of public assets, the legal environment.
- Module 2: Market Structure (understanding user, Financial and Development Markets)
- Module 3: The user markets – what tenants look for and meeting their objectives.
- Module 4: The Investment Market (property valuation, investment decision-making)
- Module 5: Property Developments (the development process, Financing Property Developments)

### > Mode of Delivery (sessions)

Synchronous online sessions, three mornings a week for three weeks.

### > Assessment

Methods of assessment will be aligned to the UCT academic regulations. Which are on gong assessment / Online activities

### > Accreditation

The course will be taken through the UCT accreditation process – UCT courses are accredited by the Council of Higher Education.







# ENTERPRISES UNIVERSITY OF PRETORIA

## COURSE DESCRIPTIONS

ENTERPRISES UNIVERSITY OF PRETORIA (UP)

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## > Admission Requirements

Matric mathematics preferable.

### Course Profile & Objectives

The Certificate for the Commercial Property Practitioner is South Africa's premier qualification for practitioners and brokers involved in office, retail and industrial leasing, selling, management and investment. It is presented by Enterprises University of Pretoria in conjunction with SAPOA. Experienced academic staff as well as leading figures in the industry provide a strong functional base to the programme. More than a thousand delegates have registered for this very popular course since its introduction in 1996.

## > The objective of the course is:

To provide the necessary skills and knowledge for the broker, property practitioner and property financiers to function effectively, efficiently and successfully in the commercial and industrial property sectors. Participants in the CCPP will find their skills and knowledge sharpened not only by the practical instruction and case studies, but also by the interchange of ideas with the lecturers and their colleagues in the three day block session.

The CCPP is open to all brokers and property practitioners - whether independent or employed by institutions. Entrance qualification is a minimum of matric, with mathematics at matric level being desirable.

Appropriate broker experience will be a recommendation for acceptance.

## > Structure of the Course and Workload

The course comprises 26 subjects to be studied by correspondence. During October, participants will attend a three-day residential block session at a venue in Gauteng. During the three days, practical case studies and problems will be discussed by leading practitioners in the field. Time will also be allowed for discussion of any problems or contentious issues which participants may have encountered during their preparation.

## > Contents of Course

- **Introduction to Property Development**  
To provide an overview of the property development process and the major participants in the industry.
- **Building Technology and Services**  
To provide the student with a basic understanding of building technology and services in commercial and industrial properties.
- **Building and Design Economics**  
To introduce principles and techniques used to determine the building cost as well as the factors which will influence the final cost of a development.

- **Financial Mathematics**  
To enable the student to do elementary financial calculations, using a financial calculator.  
The principles and application of discounted cash flow and measures of return (NPV, IRR) will be explained and illustrated by way of practical examples and case studies.
- **Management Accounting**  
To provide a brief overview of the purpose, format and interpretation of financial statements, as well as ratio analysis with particular emphasis on the Du Pont System.
- **Principles of Economics**  
To introduce the student to the principles of economics and property economics, including location objectives and models urban land uses and the commercial and industrial property markets, demographic and urbanization trends and public urban finances.
- **Property Law**  
To introduce the participant to those aspects of law which are relevant to the commercial and industrial property broker. Specific attention is given to the Law of Property, Law of Contract (including leases), entities used in property transaction, applicable legislation, operation of the law and expropriation.
- **Town Planning**  
To provide a general understanding of the role of town planning in commercial and industrial property development, with emphasis on existing planning processes and plans as well as the various types of town planning in South Africa.
- **Property Finance**  
To provide an overview of the various sources of finance for property, including the cost of debt.
- **Property Management**  
To provide an overview of the main functional areas of property management.
- **Property Tax**  
The objective of the course is to make participants aware of the importance of, and the opportunities for, tax planning in relation to property transactions. The course will cover the tax implications on the purchase and sale of properties, the design of certain buildings, repairs and maintenance and will also review the value added tax implications of various property transactions.
- **Property Marketing**  
To introduce the participant to the principles of marketing generally (including marketing management, the marketing plan and marketing promotion) and the marketing and leasing of commercial and industrial property specifically.



- **Negotiation**  
To introduce the student to the principles of the negotiation process and the techniques that can be used in the process.
- **Property Valuation**  
To provide an introduction to the principles of property valuation, by means of a discussion of the concept of value, the different valuation methods and a practical case study.
- **Investment Analysis**  
To provide an overview of the principles of investment generally and property investment particularly, including the principles and viability studies, applied investment principles and the role of commercial and industrial property in investment portfolios.

## > Assessment

Evaluation is by means of six assignments (to be submitted on a monthly basis from March), and a four hour written examination in November. Limited arrangements may be made for participants to write exams in the main centres around the country. In order to gain admission to the examination, participants will have to have attained an average evaluation mark of at least 40% in the assignment. To successfully qualify for the Certificate for the Commercial Property Practitioner (to be issued by the University of Pretoria), a participant will have to obtain an aggregate pass mark of 50%. The examination will carry a weight of 60% of this mark and the assignment mark 40%.

## > Accreditation and Certification

Enterprises University of Pretoria (Pty) Ltd is wholly owned by the University of Pretoria. As a public higher education institution, the University of Pretoria functions in accordance with the Higher Education Act 101 of 1997. Enterprises University of Pretoria offers short courses on behalf of the University and these short courses are not credit-bearing, and do not lead to formal qualifications on the National Qualifications Framework (NQF) – unless stated otherwise. Delegates who successfully complete a short course and comply with the related assessment criteria (where applicable) are awarded certificates of successful completion by the University of Pretoria.





### > Brief Description

This course provides students with a basic knowledge of building systems as well as the management of the systems and the maintenance of buildings.

### > Learning Outcomes

After successful completion of this course, the student will have acquired a basic knowledge of the design and operation of the various services that typically occur in commercial buildings as well as the maintenance of buildings.

### > Entry Requirements

Prospective delegates should at least have National Senior Certificate (Grade 12)

<b>Duration:</b>	<b>4 days</b>
<b>Contact days:</b>	<b>4 days</b>
<b>Assessment:</b>	<b>Assignment and 4-hour examination</b>
<b>Credits:</b>	<b>16</b>

### > Course Content

1. Electrical systems
2. Lighting systems
3. HVAC systems
4. Transportation services
5. Communication systems
6. Security systems
7. Fire systems
8. Water services
9. Waste disposal
10. Utility management systems
11. Building management systems
12. Principles of building maintenance
13. Building condition assessment
14. Maintenance planning and budgets
15. Maintenance tenders and contracts

### > Who Should Attend?

- Property managers
- Asset and maintenance managers
- Facilities managers
- Maintenance and production engineers
- Risk managers

### > Accreditation and Certification

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### > Brief Description

This course provides students with a basic knowledge of the risk management responsibilities of the property manager, the occupational health and safety principles affecting the construction and management of buildings as well as the application of legislation regulating these.

### > Learning Outcomes

After successful completion of this course, the student should be able to discuss the liability of the property manager in terms of OHS Act as well in terms of common law.

### > Entry Requirements

Prospective delegates should at least have National Senior Certificate (Grade 12)

<b>Duration:</b>	<b>4 days</b>
<b>Contact days:</b>	<b>4 days</b>
<b>Assessment:</b>	<b>Assignment and 4-hour examination</b>
<b>Credits:</b>	<b>16</b>

### > Course Content

1. Risk principles
2. Disaster management
3. Environmental aspects
4. Safety and ergonomics
5. PPE
6. Fire safety
7. General safety
8. Material handling
9. Hazard signs and warning labels
10. Electrical safety
11. Construction safety
12. Confined spaces
13. Hazards in the workplace
14. Risk assessment
15. OH&S Legislation & Regulations
16. Duties of employers, employees and manufacturers
17. H&S organisational structures

### > Who Should Attend?

- Property managers
- Asset and maintenance managers
- Facilities managers
- Risk managers

### > Accreditation and Certification

Enterprises University of Pretoria (Pty) Ltd is wholly owned by the University of Pretoria. As a public higher education institution, the University of Pretoria functions in accordance with the Higher Education Act 101 of 1997. Enterprises University of Pretoria offers short courses on behalf of the University and these short courses are not credit-bearing, and do not lead to formal qualifications on the National Qualifications Framework (NQF) – unless stated otherwise. Delegates who successfully complete a short course and comply with the related assessment criteria (where applicable) are awarded certificates of successful completion by the University of Pretoria.



### > Brief Description

The objective of this course is to introduce the student to the principles and practice of commercial property. It is also meant to prepare the student for further studies in real estate valuation, property management, real estate investments and finance.

### > Learning Outcomes

After successful completion of this course, the student should be able to explain the unique nature of commercial property and its markets. The student should also be able to provide a basic overview of commercial property management, finance, investment and valuation.

### > Entry Requirements

Prospective delegates should at least have National Senior Certificate (Grade 12)

<b>Duration:</b>	<b>4 days</b>
<b>Contact days:</b>	<b>4 days</b>
<b>Assessment:</b>	<b>Assignment and 4-hour examination</b>
<b>Credits:</b>	<b>16</b>

### > Course Content

1. Introduction to property and its development
2. Introduction to Property Economics
3. Retail, Office and Industrial Markets
4. Land use management
5. Relevant legal aspects
6. Property transactions
7. Basic feasibility studies
8. Introduction to the time value of money
9. Introduction to Building Services
10. Introduction to Building and Design Economics
11. Introduction to Property Finance
12. Introduction to Property Management
13. Introduction to Property Marketing
14. Introduction to Property Valuations
15. Introduction to Property Investment

### > Who Should Attend?

- Property managers
- Asset and maintenance managers
- Facilities managers
- Maintenance and production engineers
- Risk managers

### > Accreditation and Certification

Enterprises University of Pretoria (Pty) Ltd is wholly owned by the University of Pretoria. As a public higher education institution, the University of Pretoria functions in accordance with the Higher Education Act 101 of 1997. Enterprises University of Pretoria offers short courses on behalf of the University and these short courses are not credit-bearing, and do not lead to formal qualifications on the National Qualifications Framework (NQF) – unless stated otherwise. Delegates who successfully complete a short course and comply with the related assessment criteria (where applicable) are awarded certificates of successful completion by the University of Pretoria.



### > Brief Description

This course introduces the student to the principles and the application of the commercial property financing.

### > Learning Outcomes

After successful completion of this course, the student should be able to provide a considered opinion on the optimum financing of a specific commercial property.

### > Entry Requirements

Prospective delegates should at least have National Senior Certificate (Grade 12)

<b>Duration:</b>	<b>4 days</b>
<b>Contact days:</b>	<b>4 days</b>
<b>Assessment:</b>	<b>Assignment and 4-hour examination</b>
<b>Credits:</b>	<b>16</b>

### > Course Content

1. Introduction to property finance
2. Sources of property finance
3. Loan finance
4. Lease financing
5. Mortgage bonds
6. Financial analysis of the property
7. Discounted cash flows
8. Risk and rates of return
9. Decision-making measures and approaches
10. The South African economy
11. Commercial property market analysis
12. Corporate finance

### > Who Should Attend?

- Property financiers
- Property managers
- Asset managers
- Facilities managers
- Property investors

### > Accreditation and Certification

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### > Brief Description

This course explains the principles and practice of Strategic Corporate Real Estate Management. The overall objective of the course is to provide an integrated understanding of the complementary disciplines applicable to the management of real estate assets.

### > Learning Outcomes

The course is intended to (i) help the student to understand the discipline of Corporate Real Estate Management, and (ii) help organizations to decide whether to adopt CREM and/or improve their CREM capability. On successful completion of the course a student will have a comprehensive understanding of the principles and application of alternative real estate strategies and corporate real estate strategic value management to unlock the value of corporate real estate

### > Entry Requirements

Prospective delegates should at least have National Senior Certificate (Grade 12)

### > Other Entry Requirements

Appropriate property management experience and knowledge of property management and maintenance principles

<b>Duration:</b>	<b>4 days</b>
<b>Contact days:</b>	<b>4 days</b>
<b>Assessment:</b>	<b>Assignment and 4-hour examination</b>
<b>Credits:</b>	<b>16</b>

### > Course Content

1. Corporate Real Estate (CRE)
2. Asset Management (AM)
3. Corporate Real Estate Management (CREM)
4. Value of CREM
5. CREM Strategy and planning
6. CREM Decision-making
7. CREM Life Cycle analysis
8. CREM Information
9. CREM Organisation and people
10. CREM Risk and review

### > Who Should Attend?

- Property and real estate senior/portfolio managers
- Senior property /real estate /portfolio/facility managers
- Senior managers and executives in real estate intensive organisations
- Project sponsors
- Asset and maintenance managers
- Project engineers
- Production and operations managers
- Maintenance and production engineers
- Risk managers

### > Accreditation and Certification

Enterprises University of Pretoria (Pty) Ltd is wholly owned by the University of Pretoria. As a public higher education institution, the University of Pretoria functions in accordance with the Higher Education Act 101 of 1997. Enterprises University of Pretoria offers short courses on behalf of the University and these short courses are not credit-bearing, and do not lead to formal qualifications on the National Qualifications Framework (NQF) – unless stated otherwise. Delegates who successfully complete a short course and comply with the related assessment criteria (where applicable) are awarded certificates of successful completion by the University of Pretoria.



### > Brief Description

This course provides students with a basic knowledge of the valuation of income-producing properties.

### > Learning Outcomes

After successful completion of this course, the student should be able to explain the factors that influence the value of property, describe the role of the relevant authorities, interpret maps and plans, explain the different methods to determine the value of a property and explain the contents of a valuation report.

### > Entry Requirements

Prospective delegates should at least have National Senior Certificate (Grade 12)

<b>Duration:</b>	<b>4 days</b>
<b>Contact days:</b>	<b>4 days</b>
<b>Assessment:</b>	<b>Assignment and 4-hour examination</b>
<b>Credits:</b>	<b>16</b>

### > Course Content

1. Introduction to property valuation
2. Intro to property economics
3. Factors that influence value
4. Maps, property descriptions & rights
5. Role of the Surveyor-General, the Valuer-General & Registrar of Deeds
6. Valuation methodology: Comparable sales
7. Mass valuations
8. Valuation methodology: Cost approach
9. Investment principles
10. Valuation methodology: Investment approach
11. Due diligence, valuation of leases
12. Discounted cash flow calculations
13. Residual land value calculation
14. Building economics
15. Operating costs & the management budget
16. Valuation of green buildings
17. Valuation of partial interests in property
18. Overview of valuation of other types of properties
19. Financing of property
20. Principles of asset management
21. The valuation report

### > Who Should Attend?

- Property practitioners
- Property managers
- Property investors
- Property financiers

### > Accreditation and Certification

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# UNIVERSITY OF JOHANNESBURG

## COURSE DESCRIPTIONS

UNIVERSITY OF JOHANNESBURG (UJ)

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## Target Population

This PFP training programme is aimed at new entrants and people who have no formal experience or knowledge in financial concepts in the Commercial or Industrial Property Industry. Delegates will be able to apply the knowledge learnt, into their working career as financial practitioners in the property industry.

## > Pre-Requisites

Matric

## > Syllabus

### Module 1

Introduction to the financial and accounting environment.

### Module 2

Working capital management

### Module 3

Introduction to Time value of Money

### Module 4

Customer identity

## > 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 Basic training programme is a pre-requisite for entry into the intermediate and 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 10s-11+ is preferred.

## > 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 Basic training programme delegates will be able to demonstrate their basic knowledge in the following outcomes:

1. **Explain and appraise the context within which the financial management function takes place in property**
  - The main financial objective of a company is accurately summarised
  - Financial management and financial accounting are correctly differentiated
  - The effect of other stakeholders on the objectives of a company are accurately and clearly explained
  - The role of the financial manager is correctly described
  - The agency problem is accurately explained
  - The external constraints within which the financial manager must operate are correctly described
  - The financial management function is accurately defined
  - The concept - 'value' is accurately defined
  - The drivers of value are correctly identified and discussed
  - The role of the financial manager in creating value is accurately explained





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**2. Apply the working capital management concept by performing simple calculations**

- The concepts working capital and net working capital are correctly defined
- The importance of working capital management within a company is accurately described
- The different cost classifications that are used in managerial accounting are clearly differentiated
- The cash conversion cycle is accurately defined and calculated

**3. Explain the time value of money concept and perform simple calculations on single amounts, annuities, perpetuities and mixed streams of cash flows**

- Simple calculations on single amounts using applicable formulae, interest factor tables and a financial calculator are accurately performed
- Simple calculations on annuities using applicable formulae, interest factor tables and a financial calculator are correctly performed
- Simple calculations on perpetuities using applicable formulae are accurately performed
- Simple calculations on mixed streams of cash flows using applicable formulae, interest factor tables and a financial calculator are correctly performed

**4. Explain different customers and participants in the property industry**

- The difference between corporate and informal customers in the property industry is identified

**> 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).



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

#### 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 IOB-11+ is preferred.

### > 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; N V; 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

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### > Overview

Property finance and other financial aspects relating to property as a discipline is a highly specialized field with not many students entering into it due to the nature of education and lack thereof. This programme is the final level of three levels and covers the lease negotiation process, principals of valuation, analysis of financial statements and dealing with the concepts of risk.

### Target Population

This PFP training programme is aimed at new entrants and people who have no formal experience or knowledge of financial concepts in the Commercial or Industrial Property Industry. Delegates will be able to apply the knowledge learnt from this programme in their working career as a financial practitioner in the property industry.

### > Pre-Requisites

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

### > Syllabus

#### Module 1

Lease Negotiations

#### Module 2

Discounted Cash Flow Analysis

#### Module 3

Financial Statement Analysis

#### Module 4

Environmental Aspects

#### Module 5

Risk Analysis

### > 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 is 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)
- Independent interacting with learning material
- Preparation for and completion of assignments and other assessment activities

**Please note:** Delegates must have a Financial Calculator as an essential requirement for this programme. A Hewlett Packard, Model H PI OB-I I+ is the preferred Financial Calculator.

### > 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 111 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 Advanced training programme delegates will be able to demonstrate their basic knowledge in the following outcomes:

#### 1. Explain the aspects important to successful negotiations of leases:

- All the variables involved in lease negotiations are accurately identified
- Items that should be included in lease applications and the qualifying process is accurately described
- Information from credit reports is scrutinised and financial references are accurately performed
- Owner concessions and tenant guidelines are accurately established, how budgeting fits into the overall framework for decision-making, planning and control is explained

#### 2. Explain the basic valuations through discounted cash flow methods by performing simple calculations; and discuss. Explain and apply the underlying principles of valuing:

- The discounted cash flow model to determine the value of a property is calculated correctly
- The income capitalisation model to determine the value of a property is calculated correctly The direct capitalization model to determine the value of a property is calculated correctly
- The direct capitalization model to determine the value of a property is calculated correctly.

#### 3. Explain and appraise the context within which the analysis of financial statements function takes place:

- Book value and market value are accurately distinguished
- Accounting income and cash flow are correctly differentiated
- The difference between average and marginal tax rates is accurately contrasted
- A company's cash flow is correctly prepared from its financial statements through the comprehensive understanding of sources and uses of cash and the Statement of Cash Flows
- Financial statements (both vertical and horizontal) are accurately standardised for benchmarking
- Important financial ratios for basic comparisons are correctly computed, interpreted and analysed
- The Du Pont Identity is accurately computed and interpreted
- The problems and the pitfalls in financial statement analysis are distinguished and explained
- The difference between corporate and informal customers in the property industry is identified

#### 4. Explain different environmental aspects associated with property finance:

- The concept of green discount is accurately described in a property context
- The concept of brown discount is accurately described in a property context
- Savings associated with environmental and green improvements are identified and calculated

#### 5. Explain the concepts of risk and uncertainty by calculating, applying and solving issues of simple probability as well as issues of regression and correlation:

- The concepts of risk and uncertainty are accurately demonstrated by calculating a simple probability and demonstrating the addition and multiplication rules of probability
- A scatter diagram is correctly prepared, drawn and interpreted
- The correlation coefficient and the coefficient of determination between two variables are accurately calculated
- The regression equation between two variables are correctly calculated
- The regression equation to predict the dependent variable, given a value of the independent variable is accurately applied
- The meaning of the relationship between risk and return is correctly explained and evaluated
- The different risk preferences of individuals and companies are accurately explained
- Business risk and financial risk are correctly differentiated
- Expected return for a single asset is accurately calculated
- Risk for a single asset by using standard deviation and coefficient of variation is correctly calculated
- The different types of correlation are accurately discussed and explained
- The effect of diversification on risk is correctly explained
- Diversifiable risk and non-diversifiable risk are accurately differentiated, 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).





### 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)

### > Syllabus

- 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
- Managing the office and preparation of the management report
- 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

### > 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.

### > Assessment

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

### > Student Work Load

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).



### > 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.

### > Syllabus

- Property legislation
- Charters
- Property finance
- Property management
- Property investments
- Valuations
- Green and environmental aspects
- Soft skills

### > 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.





# CAREER EXCEL ACADEMY

## COURSE DESCRIPTIONS

CAREER EXCEL ACADEMY (CEA)

Driekie van der Westhuizen

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### > Aim of the course

The CPMP is an intensive three day course structured to serve all built environment practitioners. A practice orientated assignment has to be submitted within three months of the classroom attendance. PM courses facilitated by CEA have been offered very successfully for many years. The course is aimed at people in first and middle management positions in the built environment. The content is suitable for both public sector employees and private sector practitioners. The CPMP is structured to provide delegates with a thorough understanding of project management and the application thereof in practice. The course also covers actual work site imperatives and introduce delegates to the more innovative and novel practices in project management, making it a very practically applicable skill. On completion of the course, delegates should be able to utilise the relevant concepts when executing projects and contribute to future development of project management as a strategic tool in their workplaces.

### > Structure & Contents

#### Introduction to Project Management

- Abbreviated comparative survey
- Project management framework and context
- General and strategic management
- Project management knowledge areas and processes
- The leadership challenge

#### Structure of the Built Environment and Procurement Processes

- General built environment overview and procurement processes
- Employers, contractors and subcontractors
- Professional consultants

#### Planning and Scope Management

- Statement of work
- Work breakdown structures
- Work authorisation, change control and responsibilities

#### Procurement Management

- Contractual procedures
- JBCC/FIDIC/NEC/GCC
- Professional Service Agreements

#### Time Management

- Gantt charts
- Sloping bar charts
- Line of balance programming
- Critical path and precedent networks
- Resource and cash flow manipulations

#### Risk Management

- Identification and management
- Insurance for construction processes

#### Communication Management

- Communication and meetings
- Negotiation and conflict management
- Project information and reports

#### Financial, Cost and Claims Management

- Estimating and bidding strategies
- Budgets and cash flows
- Cost control and s-curves
- Earned value analysis
- Claims and settlements

#### Quality Management

- Principles, policies and systems
- Procedures, indicators and cost
- Total quality management

#### Human Resources Management

- Whole brain thinking
- Motivation and team building
- Employment and Labour Law

#### Integration Management

- Integration of project management processes Project plans

#### Stakeholder Management

- Identify stakeholders
- Plan and control engagement

#### Construction Contracting Specifics

- Estimating of construction costs
- Tendering procedures, variation (change) orders, interim certificates and final accounts
- Site management, establishment, plant and equipment

#### Occupational Health and Safety

- Practical implementation

#### Environmental Management

- Green buildings
- Intelligent buildings

#### Public Private Partnerships

- Methodology

#### Project Management Manual

- Overview and professional development





### > 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.

### > Certification

A certificate of completion is issued to delegates who have completed the test and assignment successfully, whilst a certificate of attendance is issued to other delegates. In terms of the Higher Education Quality Committee (HEQC) Framework for Delegated Functions, MSA has the authority to quality assure its own Short Learning Programmes (SLPs) and the certification is thus also SAQA compliant.

### > Who should attend

The positive impact that PM knowledge and skill will have on your work and private life is mostly hugely underestimated because you may not know what you are losing. Anything, work or fun, that are undertaken has financial, time, quality and other limitations. In the built environment/construction industry most of your work is probably PM. Anything that you have to do that has a clear starting and completion point is PM. True professionals in the public and private sectors simply have to know how to practice as PM professionals.



**Career Excel Academy is provisionally registered  
as a Private Higher Education Institution.  
Registration certificate No.2022HE07/004**



### > Aim of the Course

The CTP is an intensive five-day course which has often been facilitated by CEA for universities and institutions. The course is structured to satisfy the needs of many property practitioners who have entered the industry via routes other than specific training and education in the built environment.

Many persons, who take responsibility for the erection, maintenance, redevelopment, facilities management, project management, etc. of existing buildings and building projects, actually never had the opportunity to undergo structured training or education in building construction technology. This dilemma is addressed by offering the CTP to property practitioners, giving them the opportunity to enhance their technology knowledge.

The structure and contents of the CTP cover a wide variety of technology knowledge areas, with the prime objective to foster a knowledge base and adequate information to address technical issues. Guidance regarding the way buildings are “put together” and how they function are given, making it possible to take responsible technical decisions, not having to rely only on the judgement of others. Comprehensive study material is offered by a number of expert lecturers and professional practitioners in the built environment. It is done by way of formal lectures, group work, discussion groups and case studies.

### > Structure & Contents

The following topics, which are supported by suitable study material, are dealt with:

- Soil mechanics and foundations
- Construction technology
- Cement and concrete
- Electrical equipment and services
- Mechanical equipment and services
- Plumbing installations: Water supply, sewerage and drainage
- Building services
- Passive environmental control
- Intelligent buildings, energy efficiency and “green” technology
- Pest control
- Maintenance work
- Regulatory environment

### > 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.

### > Certification

A certificate of completion is issued to delegates who have completed the test and assignment successfully, whilst a certificate of attendance is issued to other delegates. In terms of the Higher Education Quality Committee (HEQC) Framework for Delegated Functions, MSA has the authority to quality assure its own Short Learning Programmes (SLPs) and the certification is thus also SAQA compliant.

### > Who should attend

Persons with insufficient technical knowledge, who are involved in the property industry, construction work and the built environment, benefit immensely from the CTP. Being a technological programme, it is equally suitable for, and aimed at both the private and the public sectors.

**Career Excel Academy is provisionally registered  
as a Private Higher Education Institution.  
Registration certificate No.2022HE07/004**



### > Aim of the Course

The FMP is an intensive three day course structured to serve all built environment practitioners. A practice orientated assignment has to be submitted within three months after classroom attendance of the course. It is aimed at people in first and middle management positions. Private sector practitioners as well as the public sector have substantially benefitted from this course over the years. More than 1 200 delegates 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 objective of the course is to distinguish between asset management, property management, facilities management, maintenance management and to equip delegates with a knowledge base suitable for structuring and executing a facilities management strategy.

The following are the main topics dealt with:

#### **Introduction: Facilities management defined;**

- Body of knowledge/competencies
- Structure of the built environment
- General and Strategic management, Business plans
- Drafting practice and setting out
- Space creation and management
- Administration, information and communication technology
- Building information modelling and facilities management computerisation
- 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 office 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

### > 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.

### > Certification

A certificate of completion is issued to delegates who have completed the test and assignment successfully, whilst a certificate of attendance is issued to other delegates. In terms of the Higher Education Quality Committee (HEQC) Framework for Delegated Functions, MSA has 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 is destined to 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. This course 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.

**Career Excel Academy is provisionally registered  
as a Private Higher Education Institution.  
Registration certificate No.2022HE07/004**



# IAMP

## Immovable Asset Management Programme

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REQUEST



### > Aim of the Course

The IAMP is an intensive five day course which is facilitated by CEA for universities and other institutions. It has been structured around the Government Immovable Asset Management Act (GIAMA), Act 19 of 2007 to provide delegates with a thorough understanding of immovable asset management and the application thereof in practice.

The objective of the course is to cover the proven generic areas of immovable asset management and to enhance your general management and leadership skills. On completion of the course (the outcome), delegates should be able to utilise the relevant concepts of immovable asset management and contribute to future development of immovable asset management as a strategic tool in their workplaces.

The contents of the course are broad based and supported by extensive course material which is included in your course package.

### > Structure & Contents

The course is structured to cover the following aspects:

#### WORKSHOP & ASSIGNMENT FOCUS AREAS:

- User Asset Management Plan
- Custodian Asset Management Plan

#### COMPREHENSIVE KNOWLEDGE BASE:

- General and strategic management
- Structure of the built environment
- Immovable Asset Management defined and contextualised
- Immovable Asset Management Plans
- Linking strategy to service delivery requirements
- Data Migration
- Gap Analysis
- Immovable Asset Management Life Cycle Phases
- Immovable Asset Management Systems
- Immovable Asset Management in the provincial government context
- The legislative regime that guides IAM
- Immovable Asset Management in the national government context
- The Immovable Asset Register: best practices and requirements
- Immovable Asset Register Integration and Updating
- Asset Management in the National Treasury accounting context
- Commercial and Contract Law relating to Immovable Assets

- Heritage Management
- Enablers for effective immovable asset management execution
- Performance Assessment of Facilities and Condition Assessment
- Maintenance Management
- Quality Management
- BIM
- Immovable Asset Management Maturity Matrix: Practical Assessment of your organisation

### > 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.

### > Certification

A certificate of completion is issued to delegates who have completed the test and assignment successfully, whilst a certificate of attendance is issued to other delegates. In terms of the Higher Education Quality Committee (HEQC) Framework for Delegated Functions, MSA has the authority to quality assure its own Short Learning Programmes (SLPs) and the certification is thus also SAQA compliant.

### > Who should attend

The following people will benefit substantially from this intensive course:

- Public sector employees on all three levels of government: local, provincial and national, who are involved with aspects of GIAMA and Asset Management.
- Private practitioners and service providers who are actively engaged with aspects regarding immovable assets.
- Politicians who wish to expand their personal knowledge regarding GIAMA and Asset Management, and its implications for office bearers.



### THE IAMP IS ONLY OFFERED IN-HOUSE AS A 5 DAY COURSE FOR SPECIFIC CLIENTS.

We can provide the venue and catering, or we can utilise the client's facilities if the venues are suitable and conducive for training purposes.


#### MENTORING WORKSHOPS:

- We have the capacity to extend the IAMP five day programme with mentoring workshops to ensure that candidates apply the knowledge gained. These mentoring workshops may be structured in the following fashions:
  - 2.1 Conducted with groups, with group members equipped with computers.
  - 2.2 Conducted on a one-on-one basis at each candidate's workplace.
  - 2.3 Special quotations in terms of each client's specific requirements.



Career Excel Academy is provisionally registered  
as a Private Higher Education Institution.  
Registration certificate No.2022HE07/004





**“Education is the most powerful weapon which you can use to change the world.”**

**“The power of education extends beyond the development of skills we need for economic success. It can contribute to nation-building and reconciliation.”**

**Nelson Mandela**







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#### GENERAL INFORMATION

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