



SAPOA
SOUTH AFRICAN PROPERTY
OWNERS ASSOCIATION

REAL ESTATE

EDUCATION COURSES

www.sapoa.org.za



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UNIVERSITY OF CAPE TOWN

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UNIVERSITY OF JOHANNESBURG

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

AVAILABLE
ON
REQUEST

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



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



OUR PARTNERS

UNIVERSITY OF CAPE TOWN

GRADUATE SCHOOL OF BUSINESS (GSB)

Tracy Kimberley – Programme Coordinator

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UNIVERSITY OF JOHANNESBURG

UJ

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CAREER EXCEL ACADEMY

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UNIVERSITY OF CAPE TOWN

GRADUATE SCHOOL OF BUSINESS

COURSE DESCRIPTIONS

GRADUATE SCHOOL OF BUSINESS (GSB)

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> 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: 12.5 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

> Who should attend:

- Administrative Staff
- Property Management and Leasing
- Employees New to the Property Market
- Professionals new to the property sector
- Trainees

> Mode of Delivery (sessions)

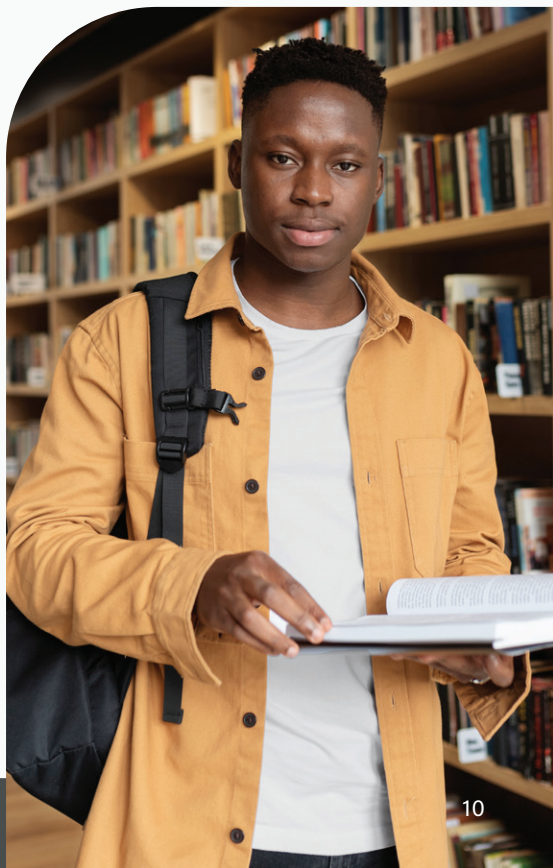
Synchronous on-line sessions, two mornings a week for three weeks

> 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

> Who should attend:

- Portfolio Managers
- Asset Managers
- Valuers
- Investors
- Financial Advisors

> 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 going assessment / Online activities

> Accreditation

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



PSREP

Public Sector Real Estate Programme

> 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)

> Who should attend:

- Public Sector Property Professionals (Local , Provincial and National Gov)
- Property Professionals in State owned Entreprises
- Town Planners
- Private sector professionals who deal with public sector entities

- Policy advisors
- Municipal property Valuers

> 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.





UNIVERSITY OF JOHANNESBURG

COURSE DESCRIPTIONS

UNIVERSITY OF JOHANNESBURG (UJ)

Marie Mangwi Ayaba
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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

- 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

2. 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).

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

2. 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



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 and 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)

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CPMP

Construction Project Management Programme for Built Environment Practitioners

> Aim of the course

The CPMP is an intensive three or five 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

CPMP

Construction Project Management Programme for Built Environment Practitioners

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.

> 3 Day Construction Project Management Learning Programme

ECSA CPD Accreditation No. SAIMechE – 1763-05/28
The activity will accrue three (3) CPD Points in Category One

> 5 Day Construction Project Management Learning Programme

ECSA CPD Accreditation No. SAIMechE – 1746-03/28
The activity will accrue five (5) CPD Points in Category One

This programme is endorsed by The South African Council for the Project and Construction Management Professions (SACPCMP)

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 or five 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.

FMP

Facilities Management Programme for Built Environment Practitioners

> 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

> 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



> Overview:

This program provides foundational knowledge and practical skills in Facilities Management. It is designed for individuals seeking to enter or advance in the field, focusing on essential aspects such as maintenance, operations, compliance, and sustainability. The course equips students with the tools to efficiently manage facilities, optimize resources, and ensure regulatory adherence in various industries.

> Objectives:

- Understand the core principles of facilities management.
- Develop skills in building maintenance, safety, and operational efficiency.
- Gain knowledge of legal and regulatory frameworks affecting facility operations.
- Learn best practices in sustainability and cost-effective resource management.
- Enhance problem-solving skills for managing facility-related challenges.

> Course Content:

- Introduction to Facilities Management
- Health & Safety Regulations & Risk Management
- Asset & Maintenance Management Strategies
- Energy Efficiency & Environmental Sustainability
- Budgeting & Cost Control in Facilities Management
- Emergency Preparedness & Crisis Management

> Modules:

- Principles of Facilities Management
- Facilities Operations & Maintenance
- Health & Safety in the Built Environment
- Sustainability & Energy Management
- Financial & Risk Management in Facilities
- Strategic Facilities Planning

> Duration:

1 Year

> Delivery Method:

Online & In-person

> Certification:

Higher Certificate in Facilities Management

> Who Should Enroll?

Ideal for aspiring facilities managers, building supervisors, and professionals involved in property maintenance, operations, and sustainability management.

SAQA ID: 123786

120 Credits

NQF 5



> Overview:

This program is designed for professionals looking to specialize in commercial real estate. It provides a comprehensive understanding of property valuation, leasing, investment strategies, and market analysis. Participants will develop essential skills for making informed real estate decisions, managing commercial properties, and maximizing investment returns.

> Objectives:

- Gain a deep understanding of commercial real estate principles and market trends.
- Learn valuation techniques and financial analysis for investment decisions.
- Develop negotiation skills for commercial leasing and property transactions.
- Understand legal frameworks, risk assessment, and financial considerations.
- Enhance strategic thinking in commercial real estate development and asset management.

> Course Content:

- Market Analysis & Property Investment Trends
- Commercial Leasing & Sales Strategies
- Real Estate Valuation & Investment Methods
- Financial Management & Risk Analysis in Real Estate
- Legal Considerations in Commercial Real Estate
- Property Development & Asset Management

> Modules:

- Introduction to Commercial Real Estate
- Market Research & Property Valuation
- Investment Strategies & Financial Modelling
- Commercial Property Law & Contracts
- Lease Negotiations & Portfolio Management
- Property Development & Asset Management

> Duration:

1 Year

> Delivery Method:

Online & In-person

> Certification:

Commercial Real Estate Specialist Certification

> Who Should Enroll?

Ideal for real estate agents, property managers, investors, and professionals looking to enhance their expertise in commercial real estate, valuation, and investment strategies.





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"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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ENQUIRIES

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