

ONLINE

NEW COURSE

Introductory Programme in Sectional Titles Management

Presented by the **Department of Construction Economics, University of Pretoria**
in collaboration with the **National Association of Managing Agents (NAMA)**

February–November 2019

ECSA: 5 CPD points | SACNASP: 5 CPD points

The **Introductory Programme in Sectional Titles Management** provides you with the opportunity to gain a solid foundation in all matters relating to sectional titles that will enable you to follow a career path in the sectional titles industry as portfolio manager. The programme covers topical issues of sectional titles management, including the development of sectional titles schemes and the opening of sectional titles registers, relevant legal aspects such as the law of contract, administrative principles relating to sectional titles schemes, occupational health and safety, land use management, the dynamics of property transactions, dispute resolution, the Sectional Titles Schemes Management Act, the Community Schemes Ombud Service Act and professional communication.

The **National Association of Managing Agents (NAMA)** is the industry leader for managing agents and portfolio managers within the sectional titles industry in South Africa. In collaborating with NAMA in the development of this programme, it is possible to ensure that the content of the programme addresses the special training needs within the sectional titles industry.



NATIONAL ASSOCIATION
OF MANAGING AGENTS
SHAPING OUR PROFESSION

NEXT PAGE

Shifting knowledge to insight



Introductory Programme in Sectional Titles Management

Presented by the Department of Construction Economics, University of Pretoria in collaboration with the National Association of Managing Agents (NAMA)

Programme structure

MODULE 1

Introduction to sectional titles and the Sectional Titles Act

- Introduction to sectional titles
- Development of sectional titles schemes
- Sectional title plans and the opening of the sectional titles schemes register
- Common property and exclusive use
- Participation quotas

MODULE 2

Relevant legal aspects

- Law of contract
- Law of agency and mandate
- Law of delict
- Law of leases and the Rental Housing Act
- Law of sale of land

MODULE 3

Land use management

- Introduction to municipal planning
- Town planning schemes
- Land use applications and re-zoning
- Relevant legislation and by-laws
- SPLUMA

MODULE 4

Dynamics of property transactions

- Introduction to property law
- Deeds registration process
- mortgage bond application and registration process
- Conveyancing costs

MODULE 5

Administrative principles relating to sectional titles schemes

- Budget
- Financial statements
- Administrative procedures
- Levy and reserve fund
- Collection of levies
- Essential bookkeeping

MODULE 6

Occupational health and safety

- Introduction to the health and safety environment
- Electrical and fire safety
- Construction safety
- Hazards in the workplace
- Risk assessments
- Legislation

MODULE 7

Dispute resolution

- Nature of disputes in sectional titles schemes
- Process of dealing with disputes in sectional titles schemes
- Litigation as a method of dispute resolution
- Mediation, adjudication and arbitration as methods of dispute resolution

MODULE 8

Sectional Titles Schemes Management Act

- Functioning of the body corporate
- Appointment of trustees and their function
- Meetings and proceedings
- Owners and their responsibilities
- Rules relating to sectional titles schemes

MODULE 9

Community Schemes Ombud Service Act

- Purpose and structure of the Act
- Governance of schemes
- Applications to the Act
- Investigation and representation
- Adjudicator's orders
- Levies and annual returns

MODULE 10

Professional communication

- Communication styles
- Writing skills and effective written messages
- Presentation skills and business presentations
- Business etiquette

Introductory Programme in Sectional Titles Management

Presented by the Department of Construction Economics, University of Pretoria in collaboration with the National Association of Managing Agents (NAMA)

Learning outcomes

After successfully completing this programme, you will be able to demonstrate a basic knowledge of the creation and management of sectional titles schemes, which will enable you to start a career path in the sectional titles industry.

Who should enrol?

This programme is ideal if you are a prospective junior management agent or junior property portfolio manager currently employed in property management who wishes to specialise in sectional titles or a currently employed portfolio or managing agent who wishes to extend your knowledge of sectional titles in order to establish a career path in the sectional titles industry for yourself.

Programme fees

R25 000.00 per delegate (VAT incl.)

Programme fees include access to the online LMS and all relevant course material.

Course fees must be paid in full 14 days prior to course start dates. Proof of payment can be submitted to enrolments@enterprises.up.ac.za.

Admission requirements

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

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 and/or attendance by the University of Pretoria.

Registration and enquiries

Course coordinator

Marinda Prinsloo

Tel: +27 (0)12 434 2559

Cell: +27 (0)82 882 0550

Email: marinda.prinsloo@enterprises.up.ac.za

Course leader

Vita Wilkens

Department of Construction Economics

Tel: +27 (0)12 420 3599

Email: vita.wilkens@up.ac.za

[ENROL ONLINE](#)

[ENQUIRE](#)

Shifting knowledge to insight

 www.enterprises.up.ac.za

 +27 (0)12 434 2500  +27 (0)12 434 2505  info@enterprises.up.ac.za  Private Bag X41, Hatfield, 0028

For quotations on in-house training, email quote@enterprises.up.ac.za