

Sectional Title Scheme Management Course



Paddocks

information | pack

This document details the **Sectional Title Scheme Management course** presented by Paddocks and the University of Cape Town (Law@Work).

The University of Cape Town (Law@Work), in conjunction with Paddocks, is pleased to offer the **UCT Sectional Title Scheme Management course**. The course meets the high and exacting standards expected of the University of Cape Town and is endorsed by the National Association of Managing Agents (NAMA).

Need for the course:

The management of schemes under the Sectional Titles Act, 1986 (“the Act”) is an increasingly complex task, requiring detailed knowledge of the Act and the prescribed rules and an overall understanding of the South African legal system as well as scheme management practices.

The law applicable to scheme management is under constant review. A failure to know and apply the legal requirements for scheme governance may have serious consequences, particularly for professional managing agents.

About the course:

This six-month course, offered in English by distance learning and combined with a one-day intensive workshop and an exam the following day, will introduce students to the legal aspects of scheme management and equip them to manage schemes. The course is compiled and presented by sectional title specialist Prof Graham Paddock, and is considered to be the benchmark course in the sectional title scheme management industry.

Who should attend?

Anyone involved in scheme management, and particularly those who render management services to schemes, including managing agents, attorneys, estate agents, scheme auditors and accountants, dispute resolution service providers and trustees.

Entry requirements:

Students must have a current email account, access to a computer and the internet and a general familiarity with the internet and computers, including the ability to read documents in Adobe PDF (Portable Document Format) and create documents in Microsoft Word®.

Format of the course:

The course comprises 6 months of distance tuition followed by an intensive and practical one-day workshop and an exam the following morning. The course module outline is included below.

Module	Title
Module 1 Introduction to South African law	This module is designed to provide the learner with a basic knowledge and understanding of the South African legal environment in which sectional title schemes operate.
Module 2 Rights in real property	In this module, we define ownership and limited real rights. We look at what can be done with owned property and the limitations imposed by the rights of others on an owner’s use of their property. We examine the different types of limited real rights that can be held over fixed property.
Module 3 Sectional title terms and concepts	In this module, we examine the sectional title concepts that students must grasp to be able to understand the more complex concepts dealt with in subsequent modules. A thorough understanding of these concepts is vital.
Module 4 Sectional title body corporate in overview	This module is designed to give an overview of the operation of a body corporate and the rights and obligations of owners. We look at the concept of governance by legislation and by rules and what rules apply to sectional titles schemes. We also touch on the functions and powers of

	the body corporate and the trustees, and on how owners can use their sectional title property.
Module 5 Managing agency	This module is an overview of the appointment and role of the managing agent and his relationship to the body corporate.
Module 6 Financial management	Sound financial management of a scheme is the most important management task. In this module, we look at the legislated requirements for the collection and proper use of owners' contributions to the administrative fund.
Module 7 Administrative management	This module is a detailed examination of the rules applicable to a scheme, meetings of owners and the functions and powers of the trustees.
Module 8 Physical management	This module examines the requirements and operation of maintenance of the common property as well as exclusive use rights and how schemes and sections can be altered.
Module 9 Dispute resolution	This module looks at resolving disputes in schemes by negotiation, mediation, arbitration and litigation. Each method is examined and suggestions are made for their appropriate use and how to prepare for them.

Course delivery:

Interaction with students will happen through the [Paddocks Learning website](http://paddocks.co.za/learning) and the notes and guidelines for study will be delivered to students in electronic format (PDF® or MS Word®).

<http://paddocks.co.za/learning>

Each module listed above is divided into several components and is delivered over a user-friendly website, which caters for the varying needs and preferences of students. These components include:

- Course notes
- Video lectures
- Module mindmaps
- Multiple-choice quiz, answered online
- Online discussion forum
- Past students' Q & A
- Further reading and references

Anton Kelly is the Course Convener who will provide academic support during the 6 months together with Prof Graham Paddock, and Jill Pienaar is the Course Coordinator who will provide administrative assistance by email and telephone. Together, they ensure quality assistance is provided throughout the time.

The workshop is held at the end of the course and entails one full day when students work through certain aspects of the course material, followed by the final exam written the next morning.

Dates:

The course will run from 5 July 2010 to December 2010 and the compulsory workshop will be presented in Cape Town, Johannesburg and Durban according to the following preliminary schedule:

Durban:	Tuesday, 23 and Wednesday, 24 November 2010
Johannesburg:	Thursday, 25 and Friday, 26 November 2010
Cape Town:	Monday, 29 and Tuesday, 30 November 2010

Examination requirements:

- One examination will be written the morning after the one-day intensive workshop. This examination will count 40% towards the final mark.
- Three prescribed assignments (each covering 3 modules) will be set and evaluated during the course. The pass mark for each assignment is 50%. The assignments together count 60% towards the final mark.
- In line with UCT's certificate policy, exact final marks will not be given. All individual assignment marks will be communicated privately to students, and final marks will be communicated to students in terms of Distinction, Pass or Fail categories.

Award of the certificate:

Certificates can be awarded only to those students who:

- complete all assignments;
- attend the compulsory workshop, and
- obtain a combined final mark of at least 50% for the examinations and the assignments.

Successful students will receive the University of Cape Town's Certificate in Sectional Title Scheme Management.

Course fee:

R7,400 (excl. VAT), which includes access to all courseware, lecture support and the workshop.

Registration and enquiries:

Final date for registration and payment: **25 June 2010**

Should you have any queries, please contact Kate at Paddocks:

Tel: 021 685 4775
Fax: 021 685 4883
E-mail: kate@paddocks.co.za



REGISTRATION FORM
UCT (Law@Work) SECTIONAL TITLE SCHEME MANAGEMENT
JULY 2010

Registrations close: 25 June 2010
Final date for payment: 25 June 2010
Course start date: 5 July 2010

How to register:

- Complete the registration form below and email it to kate@paddocks.co.za
- **or** Complete the registration form below and fax to +27 21 685 4883
- **or** Complete the online registration form found at www.paddocks.co.za

STUDENT DETAILS

SURNAME: _____

FIRST NAMES (as you want them to appear on your certificate): _____

PREFERRED NAME (the name by which you want to be called during the course): _____

ID NUMBER: _____ PHONE: _____

MOBILE: _____ FAX: _____

EMAIL: _____

POSTAL ADDRESS: (P.O. Box preferable)

_____ POSTAL CODE: _____

FIRM OR ORGANISATION: _____

Please indicate which workshop you would like to attend: (Details will be provided closer to the time)

Cape Town Durban Johannesburg

What is your role in sectional title?

Attorney Managing agent Portfolio manager Developer
 Estate agent Banker Trustee Other

Where did you hear about this course?

Google Facebook Email Employer
 Sectional Titles Online SMS NAMA Word of mouth
 Article: Source _____ Other: _____

FEES AND PAYMENT

- a) The course fee is **R8,436** (incl. VAT).
- b) Should 3 or more students register as a group, you will be entitled to a **10% discount**, provided this has been arranged with Paddocks staff.
- c) A pro forma invoice will be sent to you on acceptance of this registration form, should you not require a VAT invoice.

Please indicate if you are registering as part of a group of 3 or more, entitling you to a **10% discount**:

Yes No

If yes, please specify the names of your other group members:

Please indicate if you require a VAT invoice: Yes No

Please indicate invoice details (including VAT number): _____

CANCELLATIONS

- a) Registrations cancelled in writing before **25 June 2010** will qualify for a refund of your payment, but you will be liable for a 10% cancellation fee.
- b) Cancellations after 25 June 2010 but before 30 August 2010 will be liable for R3,500 of the course fee and will qualify for a refund of the balance paid.
- c) Cancellations thereafter do not qualify for a refund and will be liable for the **full course fee**.

PAYMENT DETAILS

Please indicate how you are paying your course fee: *(mark with an x for both sections)*

Section A

- Once-off payment (EFT, direct deposit or credit card (straight or budget))
• R8,436 on registration or by 25 June 2010
- 3-month payment plan (EFT or direct deposit)
• R3,500 by 25 June 2010
• R2,600 by the end of July 2010
• R2,600 by the end of September 2010

Section B

- By credit card**
(Master and Visa cards only)

A member of the Paddocks team will contact you by telephone to obtain your credit card details.

- Direct deposit**
- Account name: Paddocks Learning
Bank: Standard Bank
Branch: Claremont
Branch code: 025109
Account number: 072530103

Please use your **name and surname** as a reference and then fax proof of payment to +27 21 685 4883.

Please note: UCT and Paddocks reserve the right to cancel the entire course, or regional presentations of the course, if there is insufficient demand. In this case, the affected students will receive a full refund of the course fees. *******I acknowledge that I have read and accept all the terms and conditions set out in this registration form.**

Signature of applicant

Date