



Paddocks

Information pack

This document details the Sectional Title Scheme Management course presented by Paddocks and the University of Cape Town.

The Professional Development Project of the Faculty of Law, University of Cape Town, in conjunction with Paddocks, is pleased to offer the **UCT Sectional Title Scheme Management course**. The course meets the high and exacting standards 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 and 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 Paddocks:

Paddocks is a specialist sectional title training firm, headed by sectional title expert Prof Graham Paddock.

About the course:

This six-month course, offered in English by distance learning and combined with a one-day intensive workshop and an exam, 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.

Course modules:

The following modules are covered during the course:

- Module 1: Introduction to South African law
- Module 2: Rights in real property
- Module 3: Sectional title terms and concepts
- Module 4: Sectional title body corporate in overview
- Module 5: Managing agency
- Module 6: Financial management
- Module 7: Administrative management
- Module 8: Physical management
- Module 9: Dispute resolution

*See Appendix A for a detailed overview of each module.

Entry requirements:

Students must have a current email account, must have access to a computer, and must be able to read documents in Adobe PDF, create documents in Microsoft Word and access the internet. A matric certificate is recommended, but is not required.

Course delivery:

The course is conducted online through the **Paddocks Learning** website. (<http://www.paddocks.co.za/learning>)

Each module is divided into the following components:

- Course notes
- Video lectures
- Discussion forum
- Online multiple-choice quiz
- Module assignment
- Further reading and references

Students work through 9 modules during the 6-month course. Students complete each module by working through all of the components listed above. Proactive support is provided to all students by the Course Conveners, Prof Graham Paddock and Anton Kelly, and the Course Coordinator, Tamara Breytenbach.

Award of the certificate:

Certificates can only be awarded to those students who obtain a combined final mark of at least 50% for the assignments and final exam. This includes:

- Three prescribed assignments, which together count 60% towards the final mark.
- One examination, which counts 40% towards the final mark. It is written the morning after the one-day intensive workshop.

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.

Course dates:

Registrations close: 26 November 2010
Course starts: 6 December 2010

Workshop dates:

Cape Town: Thursday, 19 and Friday, 20 May 2011
Durban: Tuesday, 24 and Wednesday, 25 May 2011
Johannesburg: Thursday, 26 and Friday, 27 May 2011

Course fee:

Course fee: R7,850 (excl. VAT)
Payment deadline: 26 November 2010

A 10% discount is offered to groups of 3 or more when arranged with Paddocks staff.

How to register:

Four-step registration process

1. Visit www.paddocks.co.za.
2. Click "Scheme Management" on the left menu and then click "Register Now".
3. Complete the online registration form.
4. You will receive confirmation of registration by email and SMS within 24 hours.

Payment details:

The following payment options are available:

- 1. Once-off payment**
R8,949 on registration or by 26 November 2010
- 2. Three-month payment plan**
R3,100 on registration or by 26 November 2010
R3,100 by 31 January 2011
R3,100 by 31 March 2011

Paddocks accepts payments by direct deposit, electronic funds transfer (EFT) and credit card (Mastercard and Visa). Students opting to pay by credit card will be contacted by phone to obtain their credit card details. Students opting to pay by direct deposit and EFT are required to use their name and surname as a reference.

Non-South African students should contact Paddocks for payment details.

Banking details:

Account name: Paddocks Learning
Bank: Standard Bank
Branch: Claremont
Branch code: 025109
Account number: 07 253 0103
SWIFT code: SBZAJJ

Contact details:

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

Contact: Kate
Tel: 021 685 4775
Fax: 021 685 4883
Email: kate@paddocks.co.za

Appendix A

The table below provides a comprehensive outline of each of the 9 modules covered in the course.

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 or her 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.

We hope to welcome you to the course!