



2019 Short Course Portfolio



Paddocks is an authority in Sectional Title & Home Owners' Association Law

Index

1. UCT Scheme Manager - Sectional Title short course	3	6. UCT Sectional Title Specialist Estate Agent short course	5
2. UCT Scheme Manager - Home Owners' Association short course	3	7. UCT Sectional Title Meetings short course	6
3. UCT Start and Manage a Managing Agency short course	4	8. Free Basics of Home Owners' Association short course	7
4. UCT Dispute Resolution in Community Schemes short course	4	9. Free Basics of Sectional Title short course	7
5. UCT Sectional Title Trustee Training short course	5		





UCT SCHEME MANAGER - SECTIONAL TITLE

Online short course | 3 months

This course will provide you with detailed knowledge of the Sectional Titles Schemes Management Act and the prescribed rules, as well as a general knowledge of the South African legal system and financial, administrative and physical scheme management practices including dispute resolution, which is what you need in the complex task of managing sectional title schemes.

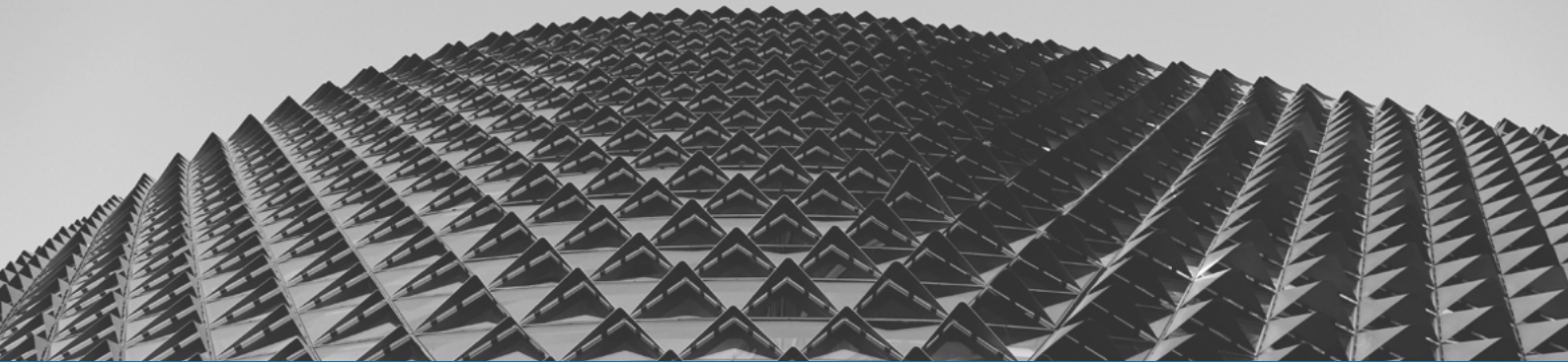
REGISTER NOW

UCT SCHEME MANAGER - HOME OWNERS' ASSOCIATION

Online short course | 10 weeks

This course covers the law relating to home owners' associations established as non-profit companies, as well as those established as common law associations. The course material delves into all areas of HOA management, from the design and formation of an HOA, its governance documentation, members, meetings and decision-making, right through to termination.

REGISTER NOW



UCT START AND MANAGE A MANAGING AGENCY

Online short course | 8 weeks

The barriers to entry into this type of business are very low and the potential rewards are very high. You can start with just one scheme and build a lean business that makes you a good income, perhaps with just a handful of accounts. Alternatively you can decide to build a large business, either incrementally or by taking over other operations. This short course will provide you with the knowledge you need to start and grow a successful managing agency.

REGISTER NOW

UCT DISPUTE RESOLUTION IN COMMUNITY SCHEMES

Self-paced online short course | 16 weeks

This short course will give students an understanding of the various types of community schemes and how disputes that arise in them can be resolved, by the parties themselves or with the assistance of the Community Schemes Ombud Service (“CSOS”). Disputes in community schemes are inevitable, and can have far-reaching consequences. It is vital to know and understand the internal and external remedies available, in order to resolve them.

REGISTER NOW



UCT SECTIONAL TITLE TRUSTEE TRAINING

Self-paced online short course | 8 weeks

This course provides the training that trustees need to manage their scheme with confidence. Trustees are the elected representatives of the owners in a scheme. They often have little or no understanding of the extensive legal requirements involved in sectional title scheme management and yet they are required, by law, to manage the scheme. This short course will provide you with the correct processes to follow when it comes to finances, managing disputes, enforcing rules and making trustee decisions.

REGISTER NOW

UCT SECTIONAL TITLE SPECIALIST ESTATE AGENT

Self-paced online short course | 16 weeks

This course will teach you the legal aspects of sectional title property sales, so that you can better understand how to serve your sellers and buyers, and ultimately do your job with a higher level of expertise. You will gain an understanding of the various consumer protection provisions, and sectional title management rules that apply to the transfer of sectional title property as well as an understanding of how to monitor the conveyancing processes, which must be completed before your commission is paid.

REGISTER NOW



UCT SECTIONAL TITLE MEETINGS

Self-paced online short course | 8 weeks

Sectional title trustee and member meetings are at the heart of effective scheme management. All important decisions are made at these meetings. Implementing unsound decisions and practices made from meetings, can have a devastating effect on a scheme, which can result in costly and time-consuming legal battles. The course will empower students to control and manage meetings with clarity and confidence built on a broad and thorough understanding of the law of sectional title meetings.

REGISTER NOW

STUDENT TESTIMONIAL

"I expected the course to be incredibly difficult and time consuming, and I wasn't sure how I was going to manage it. Even though I'm in my 30s, I'm quite old-school and I like hardcopy books. I was quite nervous about the online situation but once I read through the course information and discussions on the panel, it was relatively easy to do the quizzes and for the information to really stick. I particularly enjoyed the clarity and frequency with which the Course Instructor answered questions."

- Motlatji Ditodi, Owner



FREE BASICS OF SECTIONAL TITLE

**Please note this is not a UCT short course.*

Online short course | 1 week

This 1-week online course will give you a broad overview of the applicable terms and concepts within a sectional title scheme. It's also a great way for you to try out our learning platform, before deciding whether to register for one of our more comprehensive courses. You could be the owner of a unit and want to understand your responsibilities, versus those of the body corporate. You could be a first-time buyer considering purchasing an apartment and wanting to know what you should consider before buying into the scheme.

REGISTER NOW

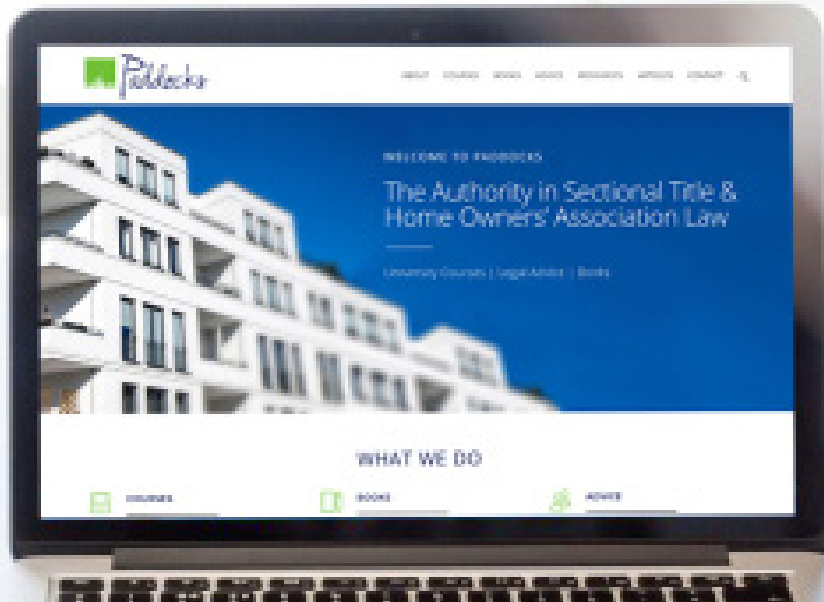
FREE BASICS OF HOME OWNERS' ASSOCIATION

**Please note this is not a UCT short course.*

Online short course | 1 week

This 1-week online course will give you a broad overview of the applicable terms and concepts within a home owners' association (HOA). It's also a great way for you to try out our learning platform, before deciding whether to register for one of our more comprehensive courses. This is for anyone who wants a basic overview of a home owners' association. You could be the owner of a property and want to understand your responsibilities, versus those of the HOA.

REGISTER NOW



10 Park Road, Rondebosch, Cape Town, 7700

Email: info@paddocks.co.za | **Tel:** +27 (0)21 686 3950 | **Fax:** +27 (0)21 686 3951

Website: www.paddocks.co.za

Paddocks is an authority in Sectional Title & Home Owners' Association Law