

# NOTICE AND REGISTRATION FORM



**Paddocks**  
learning

**University of Cape Town: Faculty of Law**  
in conjunction with  
**Paddocks Learning**  
presents a

## CERTIFICATE IN SECTIONAL TITLE SCHEME MANAGEMENT

The Professional Development Project of the Faculty of Law, University of Cape Town, in conjunction with Paddocks Learning (previously Graham Paddock and Associates) is pleased to offer a course leading to the Certificate in Sectional Title Scheme Management. The course meets the high and exacting standards expected of the University of Cape Town and is fully accredited by the National Association of Managing Agents ('NAMA').

It will also be accredited by the Estate Agents Affairs Board as a specialist programme in Sectional Title Scheme Management.

### **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 its regulations and an overall understanding of the South African legal system as well as an understanding of 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 involve serious consequences, particularly for professional Managing Agents.

### **About the course:**

This six month course, offered in English by distance learning 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, estate agents, scheme auditors and accountants, dispute resolution service providers and trustees. Over 600 students have enrolled for the course during the past 18 months.

### **Entry requirements:**

Students must have a current e-mail 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 core components of the course are:

1. Introduction to South African Law
2. Rights in Real Property
3. Sectional Titles Terms and Concepts
4. Body Corporate in Overview
5. Managing Agency
6. Financial Management
7. Administrative Management
8. Physical Management
9. Dispute Resolution

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

### Course Delivery:

Interaction with students will be via the **Paddocks Learning** website and the notes and guidelines for study will be delivered to students in electronic format (PDF® or MS Word®). (<http://www.paddocks.co.za/learning>)

Each module listed above is divided into several components and is delivered via a user-friendly website, which caters for the varying needs and preferences of students. These components include: course notes; module mindmaps; past students Q & A; multiple choice quiz answered online; further reading and references and an online discussion forum.

Anton Kelly is the Course Facilitator who guides all students through the course, thereby ensuring quality assistance is provided throughout the 6 months.

### Dates:

The course will run from 3 December 2007 to the beginning of June 2008, and the compulsory workshop will be presented in Cape Town, Durban and Johannesburg according to the following preliminary schedule:

Cape Town:	Monday 2 <sup>nd</sup> and Tuesday 3 <sup>rd</sup> June 2008
Durban:	Wednesday 4 <sup>th</sup> and Thursday 5 <sup>th</sup> June 2008
Johannesburg:	Friday 6 <sup>th</sup> and Saturday 7 <sup>th</sup> June 2008

### Examination requirements:

- a) One examination will be written the morning after the one-day intensive workshop. This examination will count 40% towards the final mark.
- b) Three prescribed assignments (each covering 3 modules) which will be set and evaluated during the course. The assignments count 60% towards the final mark.
- c) 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:

- a) Attend the compulsory workshop; and
- b) 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:

R7,000.00 excluding Value Added Tax, which includes access to all courseware, lecture support and the workshop.



## PDI SCHOLARSHIP INFORMATION: UCT SECTIONAL TITLE SCHEME MANAGEMENT CERTIFICATE COURSE

### Who should apply for the scholarships?

Paddocks and the University of Cape Town are offering 5 scholarships for previously disadvantaged individuals (PDI) from South Africa to attend the above mentioned course. The base criteria is that the individual should be Black, Coloured or Indian.

The University of Cape Town's Faculty of Law, Professional Development Project is responsible for the assessment of all scholarship applications and their decision is final.

### What does the scholarship cover?

Each of the 5 scholarships covers the full course fees of R7,000 + VAT. This includes all course material, tuition, workshop expenses, exam fees and a certificate.

The scholarship does not cover the necessary equipment such as a computer or transport to and from the workshop venue. The scholarship is valid for the 6 month course starting on the 3<sup>rd</sup> December 2007. Should a candidate be unsuccessful in completing the course or wish to repeat a component of the course at a later stage, they will be liable for the related fee.

### Scholarship requirements:

Applicants are required to:

- have access to a computer with an internet connection
- be prepared to study part time for the full 6 months
- arrange their own transport to and from the 2 day workshop in one of the three centres
- obtain 50% or above for 2 of the 3 assignments during the 6 months in order to qualify to write the final exam

### How do you apply?

1. Complete the PDI Scholarship Application Form (set out on the next 2 pages)
2. Compile a one page letter of motivation, stating why you would like to do the course and why you feel the scholarship should be awarded to you. This letter is to be typed and addressed to the UCT Law Faculty, Professional Development Project
3. Fax or e-mail your application form together with your letter of motivation to the number /e-mail address indicated.

### Scholarship Applications and Enquiries:

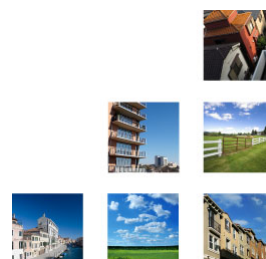
Final date for application: **16 November 2007**

Please contact Robyn Allan at Paddocks Learning:

Tel: 021 674 7818

Fax: 021 671 2596

E-mail: [robyn@paddocks.co.za](mailto:robyn@paddocks.co.za)



**PDI SCHOLARHIP APPLICATION FORM: UCT CERTIFICATE IN  
SECTIONAL TITLE SCHEME MANAGEMENT – 2007**

**Venue:** Cape Town, Durban and Johannesburg to be advised.

**Dates:** The course will run from 3 December 2007 to the beginning of June 2008.  
The dates for the assignments will be advised in due course.

FINAL DATE FOR APPLICATION: **16 NOVEMBER 2007**

Please complete all sections in block capitals and return together with a letter of motivation

- by fax to **021 671 2596** OR
- by e-mail to [robyn@paddocks.co.za](mailto:robyn@paddocks.co.za)

**STUDENT DETAILS:**

SURNAME

\_\_\_\_\_

FIRST NAMES (as you wish them to appear on your certificate)

\_\_\_\_\_

PREFERRED NAME (the name by which you wish to be called during the course)

\_\_\_\_\_

RACE:

Black  Coloured  Indian

ID NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

MOBILE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CURRENT OCCUPATION:

\_\_\_\_\_

FIRM NAME:

\_\_\_\_\_

POSTAL ADDRESS:

\_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

Please indicate the area you are closest to:

<input type="checkbox"/> Cape Town	<input type="checkbox"/> Port Elizabeth	<input type="checkbox"/> Nelspruit	<input type="checkbox"/> Bloemfontein
<input type="checkbox"/> Durbanville	<input type="checkbox"/> East London	<input type="checkbox"/> Polokwane	<input type="checkbox"/> Botswana
<input type="checkbox"/> Hermanus	<input type="checkbox"/> Durban	<input type="checkbox"/> Pretoria	<input type="checkbox"/> Swaziland
<input type="checkbox"/> George	<input type="checkbox"/> Richard's Bay	<input type="checkbox"/> Johannesburg	<input type="checkbox"/> Other _____

Do you have any special needs that could affect your ability to take this course?

\_\_\_\_\_

Where did you hear about this scholarship?

\_\_\_\_\_

**TRAINING AND EXPERIENCE:**

Academic qualifications:

---

---

---

---

---

Please indicate, briefly, any relevant experience which you have gained in sectional title scheme management or the property industry:

---

---

---

---

---

**INCOME AND EXPENSES:**

Please include a brief overview of your income and expenses for a one month period:

Income	Amount	Expenses	Amount

**\*\*\* NOTE \*\*\***

- (a) Please ensure the application form is faxed together with a letter of motivation
- (b) The final day for application is the **16<sup>th</sup> November 2007**.
- (c) UCT's Law Faculty: Professional Development Project will assess all candidate applications and inform the winning candidates by the 23<sup>rd</sup> November 2007.
- (d) The Professional Development Project's decision is final.

**\*\*\*\*\*I acknowledge that I have read and accept all the terms and conditions set out in this application form.**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date