

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 Education 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 three-day compulsory contact session, will introduce students to the legal aspects of scheme management and equip them to manage schemes. The course is compiled by sectional title specialists, Graham Paddock and Terry Boxall.

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.
Almost 500 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 distance tuition combined with an intensive and practical 3 day contact session where the exam will be written and students are lectured by experts in the industry on related topics.

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 the 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.

Nikki Washbourne is the Course Administrator who guides all students through the course, thereby ensuring quality assistance is provided throughout the 6 months.

Dates:

The course will run from 4 June 2007 to the end of November 2007, and the compulsory workshop will be presented in Durban, Johannesburg and Cape Town according to the following preliminary schedule:

Cape Town:	19, 20, 21 November 2007
Durban:	26, 27, 28 November 2007
Johannesburg:	29, 30 November and 1 December 2007

Examination requirements:

- a) 60 minutes of multiple choice examination and a 2 hour written exam, both written at the workshop. These examinations 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:

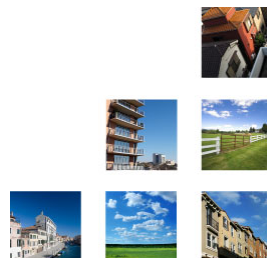
R6000.00 excluding Value Added Tax, which includes access to all courseware, lecture support and the 3 day contact session.

Registration and enquiries:

Final date for registration and payment: **31 May 2007**

Please contact Robyn Allan at Paddocks Learning

Tel: 021 674 7818
Fax: 021 671 2596
E-mail: robyn@paddocks.co.za



**REGISTRATION FORM: UCT CERTIFICATE IN
SECTIONAL TITLE SCHEME MANAGEMENT – 2007**

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

Dates: The course will run from 4 June 2007 to the end of November 2007.
The dates for the assignments will be advised in due course.

FINAL DATE FOR REGISTRATION AND PAYMENT: **31 MAY 2007**

Please complete all sections in block capitals and return,

- by fax to **021 671 2596** OR
- by e-mail to robyn@paddocks.co.za OR
- by post to P.O. Box 24058, Claremont, 7735

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)

WHAT IS YOUR ROLE IN SECTIONAL TITLES:

- Managing Agent Estate Agent Lawyer Government Official Developer
 Banker Trustee Other (please state) _____

FIRM OR ORGANISATION

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 _____ |

ID NUMBER: _____ PHONE: _____

MOBILE: _____ FAX: _____

E-MAIL : _____

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

Where did you hear about this course?

TRAINING AND EXPERIENCE:

Matriculation certificate or degrees / diplomas obtained from tertiary institutions. Kindly indicate, in respect of each, the institution, the qualification and the date on which it was obtained:

Please indicate, briefly, any relevant experience which you have gained, within the last fifteen years, in sectional titles management.

Are you or your employer a member of **NAMA**? Please tick as applicable **YES** / **NO**

FEES AND PAYMENT:

- The course fee is R6 000, 00 excluding Value Added Tax.
- Should 5 students register from the same firm, including national agencies, you will be entitled to a 10% discount, provided this has been arranged with Paddocks staff.
- A pro forma invoice will be sent to you on acceptance of this registration form

***** NOTE *****

- (a) Registration will be accepted on receipt of payment. Registration closes on the **31 May 2007**.
- (b) Registrations cancelled in writing before 4 June 2007 will qualify for a refund of your payment after deduction of a R600 administration fee. Cancellations after the 4 June 2007 but before the 15 June 2007 will be liable for R3420 of the course fee and will qualify for a refund of the balance paid. Cancellations thereafter do not qualify for a refund and will be liable for the full course fee.
- (c) Places are limited and will be awarded on a first-come first-served basis.

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

- | | |
|---|---|
| <input type="checkbox"/> Once off payment
(EFT, direct deposit, credit card or cheque)
• R6 840 on registration or by 31 May 2007 | <input type="checkbox"/> 3 month payment plan
(EFT, direct deposit or credit card)
• R3 420 on registration or by 31 May 2007
• R1 900 by the end of July 2007
• R1 900 by the end of August 2007 |
|---|---|

- By direct deposit into:
- | | |
|-----------------|------------------------------|
| Account Name: | Graham Paddock Trust Account |
| Bank: | Standard Bank |
| Branch: | Claremont |
| Branch Code: | 025109 |
| Account Number: | 071887547 |

Please use your name or company name as a reference. Please fax a copy of the deposit slip to Robyn on 021 671 2596. Further queries on 021 674 7818.

- By cheque, made out to Graham Paddock Trust Account
- By credit card – we will contact you via telephone to obtain your credit card details.

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

Signature of applicant

Date