

NOTICE AND REGISTRATION FORM



University of Cape Town: Faculty of Law

in conjunction with

Graham Paddock & Associates

presents a

CERTIFICATE IN SECTIONAL TITLES SCHEME MANAGEMENT

The Professional Education Project of the Faculty of Law, University of Cape Town, in conjunction with Graham Paddock & Associates, is pleased to offer a course, leading to the Certificate in Sectional Titles 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').

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:

The course, offered in English by distance learning combined with a two-day compulsory contact session, will introduce students to the legal aspects of scheme management and equip them to manage schemes.

Who should attend?

Anyone involved in scheme management and particularly those who render management services to schemes, including managing agents, scheme auditors and accountants, dispute resolution service providers and trustees. The course will be of particular benefit to trainee managers, and others who wish to enter these fields. Almost 300 students have enrolled for the course during the past year.

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 create and read documents in Microsoft Word ® and Adobe PDF (Portable Document Format).

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*

In addition there will be a general introduction to the *law of contract* and *labour law* and the *use of plain English* in drafting scheme documentation.

The course comprises distance tuition combined with an intensive and practical 2 day contact session where the exam will be written. Interaction with students will be via the **Sectional Titles Learning** website (<http://www.sectionaltitleslearning.com>) and the notes and guidelines for study will be delivered to students in electronic format (PDF® or MS Word®). Nicole Bright, the course administrator, will guide all students through the course, thereby ensuring quality assistance is provided throughout the 6 months.

Dates:

The course will run from 1 December 2006 to the end of May 2007, and the compulsory workshop will be presented in Cape Town, Johannesburg and Durban during May 2007.

Examination requirements:

- a) 90 minutes of multiple choice examination at the end of the course. This examination counts 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 examination and the assignments.

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

Course fee:

R6000.00 excluding Value Added Tax, which includes all courseware, lecture support and the 2 day contact session.

Registration and enquiries:

Final date for registration and payment: **24th November 2006.**

Please contact **Robyn Allan** at Graham Paddock & Associates:

Tel: 021 674 7818
Fax: 021 671 2596
e-mail: robyn@grahampaddock.com

**REGISTRATION FORM: UCT CERTIFICATE IN
SECTIONAL TITLES SCHEME MANAGEMENT – 2006**

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

Dates: The course will run from 1 December 2006 to 31 May 2007.
The dates for the assignments will be advised in due course.

Note that certificate can only be issued to those who:

- a) Attend the entire contact session and
- b) Pass both the test and prescribed assignments

FINAL DATE FOR REGISTRATION AND PAYMENT: **24 NOVEMBER 2006**

Please complete all sections in block capitals and return,
by fax to **021 671 2596** OR
by e-mail to robyn@grahampaddock.com OR
by post to P.O. Box 36171, Glosderry 7702

STUDENT DETAILS:

SURNAME

FIRST NAMES

WHAT IS YOUR ROLE IN SECTIONAL TITLES:

Managing Agent Estate Agent Lawyer Government Official Developer

Banker Trustee Other _____

FIRM OR ORGANISATION

POSTAL ADDRESS AND POSTCODE

PHONE: _____ FAX: _____

MOBILE: _____

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 a member of **NAMA**? Please tick as applicable **YES** / **NO**

FEES AND PAYMENT:

*The course fee is R6 000, 00 excluding Value Added Tax.
An invoice will be sent to you on receipt of this registration form.*

***** NOTE *****

- (a) *Registration form and course fee are due by **24 November 2006**.*
- (b) *Registrations cancelled in writing before **30 November 2006** will qualify for a refund of the course fee after deduction of a R600 administration fee. Cancellations thereafter do not qualify for a refund.*
- (c) *Places are limited and will be awarded on a first-come first-served basis.*

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

- | | |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Once off payment
R6 840 on registration or by the end of
November 2006 | <input type="checkbox"/> 3 month payment plan
R3 000 on registration or by the end of
November 2006
R2 100 by the end of January 2007
R2 100 by the end of February 2007 |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

- By cheque, made out to Graham Paddock Trust Account, and posted to the address above, to reach us by the closing date

Please fax a copy of the deposit slip to Robyn on 021 671 2596. Further queries on 021 674 7818.

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

Signature of applicant

Date