

ONLINE

Introductory Programme in Sectional Title Management

Presented by the Department of Construction Economics, University of Pretoria, in collaboration with the National Association of Managing Agents (NAMA)

February–November 2019

The **Introductory Programme in Sectional Title Schemes Management** deals with subjects such as the various legislation applicable to sectional title, land use management, administrative principles relating to schemes, the creation of a sectional title scheme, as well as dispute resolution.

Course content

Introduction to Sectional Title and the Sectional Title Act

- Introduction to Sectional Title
- Development of sectional title schemes
- Sectional title plans and the opening of the sectional title schemes register
- Common property and exclusive use
- Participation quotas



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Shifting knowledge to insight



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Relevant legal aspects

- Law of contract
- Law of agency and mandate
- Law of delict
- Law of leases and the Rental Housing Act
- Law of sale of land

Administrative principles relating to Sectional Title Schemes

- Budget
- Financial statements
- Administrative procedures
- Levy and Reserve Fund
- Collection of levies
- Essential bookkeeping

Occupational Health and Safety

- Introduction to the Health and Safety environment
- Electrical and fire safety
- Construction safety
- Hazards in the workplace
- Risk assessments
- Legislation

Dispute resolution

- The nature of disputes in sectional title schemes
- The process of dealing with disputes in sectional title schemes
- Litigation as method of dispute resolution
- Mediation, adjudication and arbitration as methods of dispute resolution

The Sectional Title Schemes Management Act

- The functioning of the Body Corporate
- Appointment of the Trustees and their function
- Meetings and Proceedings
- Owners and their responsibilities
- Rules relating to sectional title schemes

Community Schemes Ombud Service Act

- The purpose and structure of the CSOS
- Governance of schemes
- Applications to the CSOS
- Investigation and representation
- Adjudicator's orders
- Levies and annual returns

Professional communication

- Communication styles
- Writing skills and effective written messages
- Presentation skills and business presentations
- Business etiquette

Learning outcomes

After successfully completing this course, you will have a basic knowledge of the creation and management of a sectional title scheme which will enable you to start working in the sectional title industry.

Who should enrol?

This course is ideal for you if you are a

- Junior Management Agent in the property environment
- Junior Property Portfolio Manager currently employed in property management, or
- person currently employed in property management wishing to extend their knowledge.

Admission requirements

Prospective delegates should at least have National Senior Certificate (Grade 12).

Accreditation and certification

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Registration and enquiries

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