

CPMD

*The College of People Management
and Development*



Accredited Private and Public Sector Training and Consulting



Prospectus 2012

Knowledge Unlimited

www.cpmid.co.za

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CPMD

The College of People Management and Development (Pty) Ltd



Accredited Training Provider



The South African Institute of Chartered Accountants
in partnership with the aat



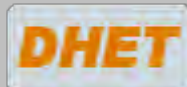
Make the future count



*BEE Rating Solutions
(PTY) LTD*

**We have been
BEE Verified & Rated**

**Private FET College Department of Higher
Education Prov. Registered: 2010/FE07/110
(31 December 2016)**



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1. PROGRAMME SUMMARY

Public Programmes 2012

Property	
• FETC: Real Estate	1 Year
• FETC: Real Estate Recognition of Prior Learning (RPL)	
○ Level 4 – Estate Agents	6 Months
○ Level 5 - Principles	6 Months
Property and Facilities Management	10 Days
Property Development	15 Days
Principles of Sectional Title	6 Days
Fundamentals of Leasing and Legislation	2 Days
Principles of Property Investment	4 Days
Advanced Principles of Business Broking and Deal Making	2 Days
Commercial Property Finance and Investment	6 Days
Sectional Title Refresher	1 Day

Executive Development for Principals and Managers (Course outlines and prices on request):	
Create and Manage a Dynamic Property Team	2 Days
Financial Management & Cash Flow for Principals/ Brokers	2 Days
Executive Development Programme for Principal Agents	6 Days

AAT Accounting Technician

AAT Access (QCF 1 UK)	6 Months
AAT Certificate: Accounting Technician NQF Level 3	1 Year
AAT FET: Accounting Technician NQF Level 4	1 Year
AAT Certificate: Accounting NQF Level 5	1 Year

Courses tailored to suit individual organizational needs and industry requirements – Accredited on Request

Borrower Education	5-15 Days
Consumer Education	5-15 Days
Managing Stress in the Workplace	2-5 Days
Trauma Management in the Workplace	1-3 Days
Management Skills for Movers and Shakers	3-12 Days
Coaching and Mentoring for Success	1-3 Days
How to Mentor and Manage Change	2-5 Days
Small Business Management Programme	5-12 Days
Forensic Communication Skills for People Management	1-3 Days
Effective Business Communications	2-3 Days
Presentation Skills	1-3 Days
Finance for Non-financial Managers	3-10 Days
Project Management	2-5 Days
Personal Financial Management	1-2 Days
Executive Development Programmes	5-20 Days
Creating Corporate Culture and Values	2-5 Days
Strategic Planning	1-5 Days
Time Management	1-3 Days
Power Marketing and Sales	1-5 Days
Basic Numeracy	1-3 Days
Communications and Customer Care	1-6 Days
Business and Property Valuations	1-3 Days
Effective Business Management	3-18 Days
Pension Fund Administration	3-15 Days
Financial Management for Pension Funds	3-6 Days
Financial Management for Trustees	3-6 Days
Financial Management for Trade Unions	3-6 Days
Public Sector Housing and Finance	3-15 Days
Train-the-Trainer	2-5 Days

SAQA Unit Standard Aligned Accredited Programmes

US NLRD	US Title	Level	Credits
246736	Market, sell and lease property	Level 4	20
246738	Apply business principles to the Real Estate function	Level 4	8
246734	Advise role players on Real Estate financing options	Level 4	6
246739	Manage self-development in a Real Estate environment	Level 4	8
13418	Demonstrate knowledge and understanding of a mortgage bond as a form of debt security	Level 4	6
13420	Demonstrate knowledge and understanding of the bond registration process	Level 4	6
110009	Manage administration records	Level 4	4
114583	Develop, implement and evaluate a marketing strategy for a new venture	Level 4	8
246735	Demonstrate an understanding of the real estate environment	Level 4	8
242584	Demonstrate knowledge of the Financial Advisory and Intermediary Services Act 2002 (FAIS) (Act 37 of 2002) as it impacts on a specific financial services sub-sector	Level 4	2
246733	Demonstrate Knowledge and understanding of the legislation applicable to real estate practice	Level 4	12
242593	Explain South African money laundering legislation and the implications for accountable institutions in transacting with clients	Level 4	3
15059	Identify and co-ordinate facilities management opportunities	Level 4	5
15089	Identify and apply property, asset and investment management principles	Level 4	5
246737	Demonstrate knowledge of and apply the Real Estate code of conduct	Level 5	6
119472	Accommodate audience and context needs in oral/signed communication	Level 3	5
119466	Interpret a variety of literary texts	Level 3	5
119457	Interpret and use information from texts	Level 3	

US NLRD	US Title	Level	Credits
119465	Write/present/sign texts for a range of communicative texts	Level 3	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6
119462	Engage in sustained oral/signed communication and evaluate spoken/signed text	Level 4	5
119469	Read/vie, analyze and respond to a variety of texts	Level 4	5
9016	Represent analyze and calculate shape and motion in 2-and3-dimensional space in different contexts	Level 4	4
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6
12153	Use the writing process to compile texts required in the business environment	Level 4	5
119459	Write/present/sign for a wide range for a wide range of contexts	Level 4	5
13418	Demonstrate knowledge and understanding of a mortgage bond as a form of debt security	Level 4	6
12181	Demonstrate knowledge and understanding of basic investment techniques	Level 4	2
13420	Demonstrate knowledge and understanding of the bond registration process	Level 4	6
110003	Develop administrative procedures in a selected organisation	Level 4	8
242822	Employ a systematic approach to achieving objectives	Level 4	10
110000	Generate information and reports for internal and external use	Level 4	10
242819	Motivate and Build a team	Level 4	10
114596	Research the viability of new venture ideas/opportunities	Level 4	5

Topical Workshops 2012	Dates 2012
Property and the Economy 2012 Sectional Title Update Social Housing Update 2013 The Year Ahead	Dates to be Advised



Please Note: Any of the above courses can be customized for your individual organizational needs, and can be delivered in-house to small or large groups of delegates at your premises (nationally/internationally) or at CPMD's training venue in Norwood, Johannesburg.

Please refer to the Calendar in the following pages for 2012 public programme dates - course outlines further along in this prospectus.

Visit:

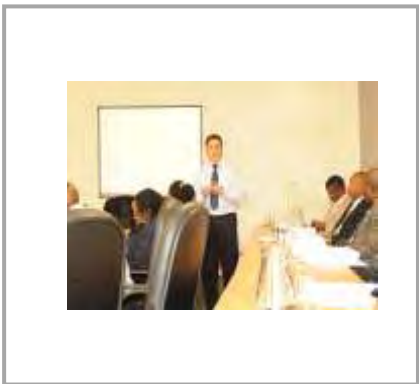
www.cpmd.co.za

For further detail on courses.

These and other course outlines available on request and tailored for your needs!

CPMD can deliver any property, finance, management or soft skills programmes to any industry, anywhere, any time.

Offering highly skilled subject matter experts and facilitators, employing in-house Assessors and Moderators.



Quick facts about...



The College of People Management and Development (Pty) Ltd

- Leaders in Private and Public Sector Training and Consulting.
 - Property, Finance and Consumer Education Specialist.
 - Also offering Management and Soft-skills programmes.
- Tailor-made and Customized Programmes to suit Individual Organizational needs and Industry requirements.
- Expert and highly qualified Facilitators with over 25 years experience in corporate and academic facilitation.
 - Over 20 years in Business.
- Privately Owned, Dynamic, Flexible and Accommodating.
- The ability to Up-skill individuals and make personnel more Competent and Productive.
- Offering Professional Hands-on Practical and Theoretical Training applicable to the work environment.

- **Providers of Tuition to:**

Multi-nationals, Small and Medium sized businesses, Government and Industry Bodies/Councils, Parastatals, Individuals, School-leavers, Estate Agents, Developers, CEO's, Directors, Managers, Employees, Trustees, Administrators, Clerks, Community Workers, Officials, Trainers, Emerging Contractors, Home Loans Consultants, Mortgage Originators, etc.

Clients include Inter Alia:

Nedbank

Standard Bank

Netcare Private Hospitals

Deutsche Bank

Liberty Life

The Department of Human Settlements

The Banking Association South Africa

Transnet

Local and Provincial Government Departments/Municipalities in

Limpopo, Mpumalanga, Free State, N Cape and Gauteng

City of Johannesburg

Akafin/MEPF Pension Fund Administrators

French Development Agency

Propnet

Mc Donald's Fast Food Chain

The Central Energy Fund

Evergreen Shipping

Dimension Data

SEDA

Department of Public Works

SAPOA

Provisional Calendar for 2012

Please note: Dates may be subject to change, however CPMD will endeavour to provide delegates with sufficient notice to accommodate them.

January	February	March
		FETC Real Estate Unit 1
	IMM GSM Marketing Management - Semester 1	All AAT programmes commence
	FETC Real Estate: RPL NQF Level 4 Agents	RPL NQF Level 5 Estate Agents - Principals
	Topical Workshop: Overview of Tax Laws	
Topical Workshop		

April	May	June
	FETC Real Estate Unit 2	Principles of Development Mod 3
Principles of Development Mod 1	Principles of Development Mod 2	Principles of Property & Facilities Management Mod 3
Principles of Property & Facilities Management Mod 1	Principles of Property & Facilities Management Mod 2	Principles of Advanced Property Practice Mod 3
Principles of Advanced Property Practice Mod1	Principles of Advanced Property Practice Mod2	Effective Use of Financial Calculator
FETC Real Estate: RPL NQF Level 4 Agents	Principles of Sectional Title Mod 1	Principles of Sectional Title Mod 2
	Fundamentals of Leasing and The Rental Housing Act C1	FETC Real Estate: RPL NQF Level 4 Agents

July	August	September
FETC Real Estate Unit 3	Sectional Title Refresher	FETC Real Estate – Elective 1
IMM GSM Marketing Semester 2	RPL NQF Level 5 Estate Agents - Principals	FETC Real Estate – Elective 2
Principles of Development Mod 4	Principles of Development Mod 5	Principles of Development Mod 6
Principles of Property & Facilities Management Mod 4	Principles of Property and Facilities Management Mod 5	RPL NQF Level 4 Real Estate - Agents
Principles of Advanced Property Practice Mod 4	RPL NQF Level 5 Estate Agents - Principals	Personal Finance, Investment and Wealth Creation
Principles of Sectional Title Module 3	FETC Real Estate Unit 3	
AAT Access		
Principles of Property & Facilities Management Mod 4		

October	November	December
Principles of Development Mod 7		Planning and goal setting for 2013
Property Investors Programme		
Commercial Property Finance & Investment Mod 1	Commercial Property Finance & Investment Mod 2	Commercial Property Finance & Investment Mod 3
Fundamentals of Leasing and The Rental Housing Act C2		14 th - CPMD Closes

2. INTRODUCTION

CPMD stands for the College of People Management and Development, a privately owned company primarily meeting a spectrum of training needs of learners across Southern Africa and internationally to both the public and private sectors.

Mission Statement

CPMD's role is to provide and equip all practitioners with up-to-date and hands on knowledge, through outcomes based education. This service we must render to the best of our ability and at the highest level possible. In the process we aspire to become the most successful private training institution in Southern Africa; by attaining competitive market share in the private training industry and training more delegates than any other private training institution.

CPMD is a dynamic company headed by **Graeme Jay**, a well-known property and finance expert, educator, lecturer and academic. The college is run from its office's in Norwood, Johannesburg. Programmes are conducted around the country; in-house at a preferred venue or at CPMD's training venue. The college utilizes a complement of regular and other specialist facilitators in order to provide consistency and expertise in the relevant fields of study.

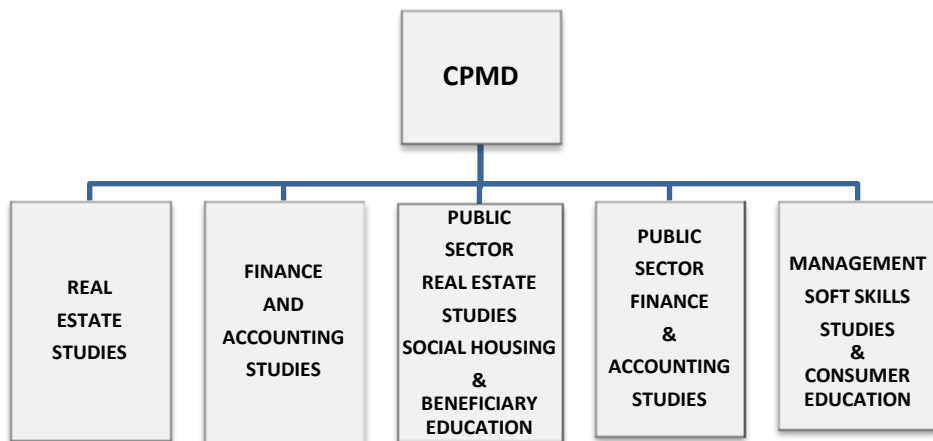
The name **CPMD** encapsulates the diversity of the company's offering, and the nature of its clients. Programmes on offer include property, finance, management, soft skills and consumer education.

CPMD has been a leader in the training of property and finance practitioners for the last 20 years. CPMD is an accredited institution with Fasset, AAT and the Services Seta.

One of **CPMD's core competencies** is our ability to develop training that is customized to meet the client's requirements, particularly in the fields of property, project and financial management, and consumer education. We have a number of years of experience in the training and education field as well as in the area of consulting. We have a team of lecturers and facilitators who are credible and have extensive experience in adult education, course development and course delivery, particularly in the public sector. CPMD also has the appropriate infrastructural capacity and appropriate technical skills to complete the work in accordance with each client's requirements.

CPMD trains about two thousand people a year in all different sectors countrywide and therefore has the capacity to operate large corporate programmes.

CPMD comprises a number of different centers each specializing in its own particular area.



Real Estate Studies

The Centre operates courses targeted at the estate agent, commercial broker, developer, property manager and property professional as well as the Home Loan consultant and Mortgage Originator. The Centre has developed unique courses, each customised to suit the individual objectives.

For the Home Loan consultant, the Centre has a seventeen-day course comprising seven modules and is aimed at improving the consultant's technical knowledge to enable them to assist with all aspects of the transaction.

In addition, the Centre operates other property sector specific courses e.g. Advanced Property Practice, Development and Property Management, the FETC Real Estate and is an RPL accredited centre, amongst other things.

Finance and Accounting Studies

The centre's flagship programme is the Diploma Pathway to the **AAT Accounting Technician** qualification, an internationally recognized qualification that will equip delegates with practical and extensive accounting skills that will improve employment and promotional prospects, up-skill personnel and enhance competence and productivity.

The center also offers a programme in **Personal Financial Management**. This programme deals with debt management, wealth creation and wealth protection.

It is a specialised programme that can be presented to staff in-house, if required. The centre also presents courses and seminars in corporate finance, investment and accounting.

Basic seminars address topical issues such as Investments, Capital Gains Tax, FICA, NCA, Value Added Tax and the law relating to the taxation of derivative-based profits.

Our corporate programmes are custom designed and focus upon areas, such as:

- Accounting and interpretation of financial statements
- Accounting for non-financial and non-accounting managers
- Corporate finance issues
- Mergers and acquisitions and leveraged buyouts (LBO's)
- Investment management, technical and fundamental analysis
- Portfolio analysis and management
- Valuations (including equities and fixed-income securities, as well as other assets like immovable property)

The centre has completed a corporate training programme for Deutsche Bank's offices in Johannesburg and Cape Town as well as an in-house programme for one of the largest insurance companies in South Africa.

Public Sector Real Estate Studies, Housing and Beneficiary Education

We have run a number of courses for the Departments of Housing and Public Works, namely; Public Sector Property Management and Rental Housing. The centre has also developed a Management Development Programme (MDP) aimed at people involved in public sector real estate. It is a 72-day (block/full-time) programme and covers many aspects from property management and real estate investment and feasibilities to property finance and accounting. It is a very thorough and intensive programme and provides participants with all the knowledge required in public sector real estate. In addition CPMD has conducted a number of Beneficiary Education courses for the Gauteng, Free State, Northern Cape and Mpumalanga Departments of Housing.

Public Sector Finance and Accounting Studies

This Centre has developed a two-week course in Public Sector Financial Management. It addresses all aspects relating to public sector financial management, including the Public Finance Management Act. This course has been run in Johannesburg at the University of the Witwatersrand's School of Public Policy and Development Management and in the Eastern Cape for the Fort Hare Institute of Government.

Management, Soft Skills Studies and Consumer Education

Management and Strategic Planning as well as People Management and Team Building skills. Soft Skills programmes such as Time Management, Consumer Rights and Responsibilities, Marketing and Sales, Computer Literacy and Communications programmes (written, verbal and presentation skills), are stand-alone short courses, and are often offered as added value modules to other programmes.

These programmes are aligned to SAQA unit standards and are developed according to individual organizational needs and the level of personnel requirements. CPMD presents these programmes based on theoretical input and disseminated in a unique and exciting practical manner, for learners to participate fully and enjoy experiential based training which can be easily applied in the workplace.

Business Administration Programmes

Incorporating our vast skills in Management, Finance and Soft Skills, CPMD has the ability to bring it all together and to customize the following Business Administration Programmes to suit individual client's needs:

- Executive Development Programmes (EDP),
- Management Development Programmes (MDP) and
- Management & Leadership Development Programmes (MLDP).

The following topics may be included in any of these programmes:

- Human Resources
- Labour Relations and/or Labour Law
- People Management
- Finance or Finance for Non-financial Managers
- Health and Safety
- Customer Care
- Understanding the Business Environment
- Company Law
- Business Ethics
- TQM – Total Quality Management
- Operations
- Marketing and Sales
- Communications and Interpersonal Skills
- Coaching
- Leadership and Management Skills

Each Centre's core unique competency lies in its ability to customise programmes to suit the client's needs. In addition, CPMD employs a number of subject matter and industry experts to deliver its programmes and strives to ensure that the quality of its tuition is the benchmark.

3. CONTACT US

The following staff will be available to assist you with any query or problem you may have, now or during the course of your studies. For specific facilitator details, refer to the orientation guide of the programme you register for:

General Enquiries:	Nicole Gooch	info@cpmd.co.za
General Manager:	Renata Raath	renata@cpmd.co.za
Marketing Manager:	Tracy Jay	tracy@cpmd.co.za
Managing Director:	Graeme Jay	graeme@cpmd.co.za



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Fax: (011) 728-7228

Email: info@cpmd.co.za

**Samzo House, 103 William Road, Norwood 2192
Postnet Suite 205, Private Bag X5 Norwood, 2117**

www.cpmd.co.za

4. ADMISSION PROCEDURE AND REQUIREMENTS

For a learner to be accepted for registration with **CPMD**, they are required to:

- Be in possession of a Grade 12, Senior Certificate or an equivalent (SAQA registered programmes).
- The Certificate must include a pass in two of the official languages, one being English as well as a pass in mathematics or mathematical literacy (depending on the programme).
- Be over the age of 18 or have written consent from a guardian.
- For the FETC: Real Estate, it is a pre-requisite that the learner has access to an estate agency.
- Recognition of Prior Learning (RPL) must be applied for prior to registration on the programme.
- CPMD must be notified in advance of any special dietary requirements.
- CPMD must be notified of any special needs or disabilities prior to registration to establish if CPMD has the capacity to address this need.

Procedure to register:

- a. To register, the learner must complete the relevant enrolment form and submit within a minimum of 7 days prior to the programme commencing.
- b. Enrolment forms will be accepted via fax, email (hard copy to be brought on commencement of the programme) post or hand delivery.
- c. A copy of your ID must be attached to the registration form.
- d. On the day of orientation, learners are required to complete a learning contract and letter of commitment. The learner will receive an orientation guide detailing lecture dates, assessment processes, assessment plan etc.

5. LANGUAGE AND MODE OF DELIVERY

Programmes are generally conducted in English. Requests for other SA national languages will be met, provided there are trainers available with sufficient knowledge and expertise on the subjects taught as well as sufficient learner numbers to constitute a class.

CPMD uses the direct contact method of instruction, therefore learners will be required to attend lectures as per the specified timetable in the respective orientation guide.

6. ACCREDITATION STATUS

CPMD is a Private FET College registered with the Department of Higher Education: Provisional: 2010/FE07/110

CPMD is an accredited institution with the following ETQA's:

ETQA	Accreditation Number
• Association of Accounting Technicians:	OO10402
• Fasset Seta:	585/00845/08
• Services Seta:	2508

CPMD is an IMM GSM MARKETING MANAGEMENT Student Support Centre.

CPMD is a member of APPETD: The Association of Private Providers of Education, Training and Development, membership number: 1842

7. TERMS AND CONDITIONS OF ENROLMENT FOR PUBLIC PROGRAMMES

1. Individual learners are required to fill in the registration form, available online, electronically or by fax, to reserve a place on *ANY* of **CPMD's** public courses. This rule also applies to companies sending more than one learner on any course. Even if a bulk payment has or will be made, a separate form for each learner is required.
2. Tax invoices will be issued by **CPMD** on request.
3. Under no circumstances will learners be able to attend *ANY* of **CPMD's** public courses unless payment is received prior to course commencement, i.e. by close of business the previous day.
4. **CPMD** is registered for VAT, therefore all prices quoted are inclusive of VAT unless otherwise stated.
5. In order to verify payment, a copy of the direct deposit slip or electronic payment slip must be faxed through to **CPMD** prior to course commencement.
6. Learners will only be allowed to pay by cheque or cash during registration on the first day the course by prior and special arrangement with **CPMD**.
7. A learner's place will only be confirmed for the course registered, on receipt of payment in full or the deposit required, depending upon which course the learner has registered for.
8. A refund of 75% of course fees paid by the learner will be given if attendance at the course is cancelled at least 15 working days prior to the course commencing.
9. A refund of 50% of course fees paid by the learner will be given if attendance at the course is cancelled at least 5 working days prior to the course commencing.

10. A learner is responsible for the full course fee once the course has commenced.
11. CPMD reserves the right to cancel any programme. Should it become necessary to do so, then learners will be given a full refund.
12. Invoices for course fees not paid by the due date will attract interest at the rate of 15.5% per annum compounded monthly a temporae mora.
13. The learner agrees that should legal proceedings be instituted for the recovery of any amount outstanding, the learner will pay all costs of the proceedings incurred by **CPMD** including but not limited to all legal fees on an attorney and own client basis.
14. The learner consents in terms of Section 45 of the Magistrates Court Act of 1944 to the jurisdiction of any Magistrates Court having jurisdiction over the learner.
15. Attendance on the short course programmes only, may be postponed if **CPMD** is notified at least 24 hours prior to the relevant course commencing.
16. Requests for refunds and postponements of courses that do not fall within **CPMD's** policy outlined in Clauses 8 to 11 above will be at the sole discretion of **CPMD's** management.
17. Professional fees may in certain instances be included in the course fees and will be paid for by **CPMD** on behalf of the learner. It is however the learners responsibility to ensure that the professional fees are paid timeously and that the learner is registered with the relevant body.
18. Most of **CPMD's** public courses are conducted at **CPMD's** premises. However, course venues may be subject to change. Learners will be notified timeously.
19. While **CPMD** will endeavour to ensure the safety of learners' property and their health and well-being while attending any one of its courses, **CPMD** will not be held liable for any loss or damage to personal belongings and the health and safety of learners caused by any reason whatsoever, including but not limited to, the negligence or omission of any of **CPMD's** owners, management, employees or its agents.
20. Beverages and lunch are provided as indicated. It is the learner's responsibility to bring any special dietary requirements to the attention of **CPMD** on registration.
21. Learners may enquire about bulk booking discounts. Bulk booking discounts will usually be given to organizations that send 4 or more learners on any one particular course on any one particular date; or one learner attending four or more courses within a 12-month cycle.
22. **CPMD** will not provide any training material to a learner prior to the course commencing. Relevant material is provided on the day the course / module commences. Material cannot be bought independent of the course / module concerned, attendance is required in order to receive training material.
23. These terms and conditions are subject to change without prior notice.

8. FINANCIAL AID AND PROVIDER SUPPORT

CPMD is not a financial services provider and is therefore not able to offer financial aid to learners. **CPMD** does however offer payment terms for learners to assist with the financial burden of their studies.

In order to offer a comprehensive quality service, offering a commitment to learners, in line with organisation goals and objectives, it is CPMD's policy to strive to accommodate special needs of learners wherever possible and/or financially viable. Our commitment to learners is of primary importance to CPMD's business.

As CPMD's programmes are often need driven, programmes are specifically designed in line with learners' requirements. Feedback from learners is always considered and used to amend programmes to make them more suitable for future learners.

Physically disabled learners: Lecture venues, offices, and canteen are all located on one level, however a wheelchair friendly toilet is still to be installed. CPMD is willing to outsource a wheelchair friendly venue to conduct classes, if the need arises. Classrooms can accommodate wheelchairs; and visually impaired learners will be accommodated in the front row, to ensure projected and other presentations are visible.

Accommodating learners with special needs: Keeping in line with its flexible approach, CPMD has and will adapt the training of its programmes to benefit learners with special needs, on demand, if and where possible and/or viable. Revision programmes are offered as and when required and are dependant on the programme.

Facilitators are required to give additional assistance to learners with special needs. In certain circumstances (illnesses or disabilities) learners with special needs are also given the opportunity to re-sit the programme and/or exam at a later date without further cost implications for that learner. This is determined on a case by case basis.

Adaptation of course content: Certain course content can be adapted to cater for illiterate or semi-literate learners. Likewise, in some instances deaf or blind learners may also be accommodated, providing the adaptation is physically possible and financially viable for the college.

Additional tuition: such as writing skills, may be offered to assist an individual or group of learners who do not have such skills, to aid them in successfully completing the other programmes they have registered for and/or to assist them in their advancement in the workplace. As a specialist is often called in for this type of tuition, an additional fee is usually charged.

Supplementary Examinations: Any learner or learner that does not obtain the requisite competency levels will be given the opportunity to re-sit/re-submit the assessment in-line with the assessment plan. CPMD allows for 2 additional opportunities after which the learner is encouraged to seek alternate career choices.



9. THE AAT PROGRAMME IN SOUTH AFRICA



The following information will provide you with more detailed knowledge on the **AAT, Association of Accounting Technician's** qualification in South Africa.

CPMD will assist you to prepare for your AAT examinations and will provide you with quality tuition. The following information has been obtained from www.aatsa.org.za:

AAT in South Africa

AAT South Africa, AAT(SA), is a unique partnership between the South African Institute of Chartered Accountants (SAICA) and the Association of Accounting Technicians (AAT) developed to improve service delivery, develop skills for business and the economy, and provide personal development opportunities for individuals.

AAT(SA) is committed to advance, facilitate and regulate the education, training and development of accounting technicians in South Africa.

SAICA

SAICA is the pre-eminent accountancy body in South Africa. It has established itself as one of the leading Institutes in the world, playing its part in a highly dynamic business sector. It provides a wide range of support services to its members enabling them to play a key role in developing the rapidly changing South African economy.

The **AAT** is one of the world's leading membership organisations for accounting professionals – with over 110,000 members – and has been providing competence-based accounting qualifications in Central Southern Africa for 20 years.

AAT(SA) provides a new career path in accountancy. The AAT(SA) Accounting Qualification is the ideal qualification for anyone wanting to work as an accounting technician. This vocational course provides the knowledge and skills to perform the tasks demanded by this role; it offers you the chance to gain a useful and practical qualification, while learning at your own pace.

The course is based on two principles:

- doing the actual work, not just learning theory
- achieving competence to nationally agreed standards so that you and your employer have full confidence in the qualification

AAT Available Qualifications

- AAT Access (Introductory Course to the Accounting Qualification)
- AAT Certificate: Accounting Technician –NQF Level 3
- AAT FET Certificate: Accounting Technician – NQF Level 4
- AAT Certificate: Accounting - NQF Level 5
 - Internationally Known as Diploma Accounting Technician
- AAT LGAC: Local Government Accounting Certificate – NQF Level 3
- AAT LGAAC: Local Government Advanced Accounting Certificate NQF Level 4

Each Certificate is a qualification in its own right, which means it can be studied independently, and you will be given an AAT(SA) certificate for each one completed.

Who is it for?

Almost anyone. Our aim is to make the AAT(SA) Accounting Qualification open to all - and many different kinds of people choose to study with us. You can join regardless of your age and no previous qualifications are required.

However, assessments are generally conducted in English so you should be confident of completing assessments and written projects in this language. Reasonable numeracy skills are also required.

Successful AAT(SA) learners have included school-leavers, career-changers, parents returning to work after raising a family and people with many years experience who decide to take a professional accounting qualification to enhance their skills.

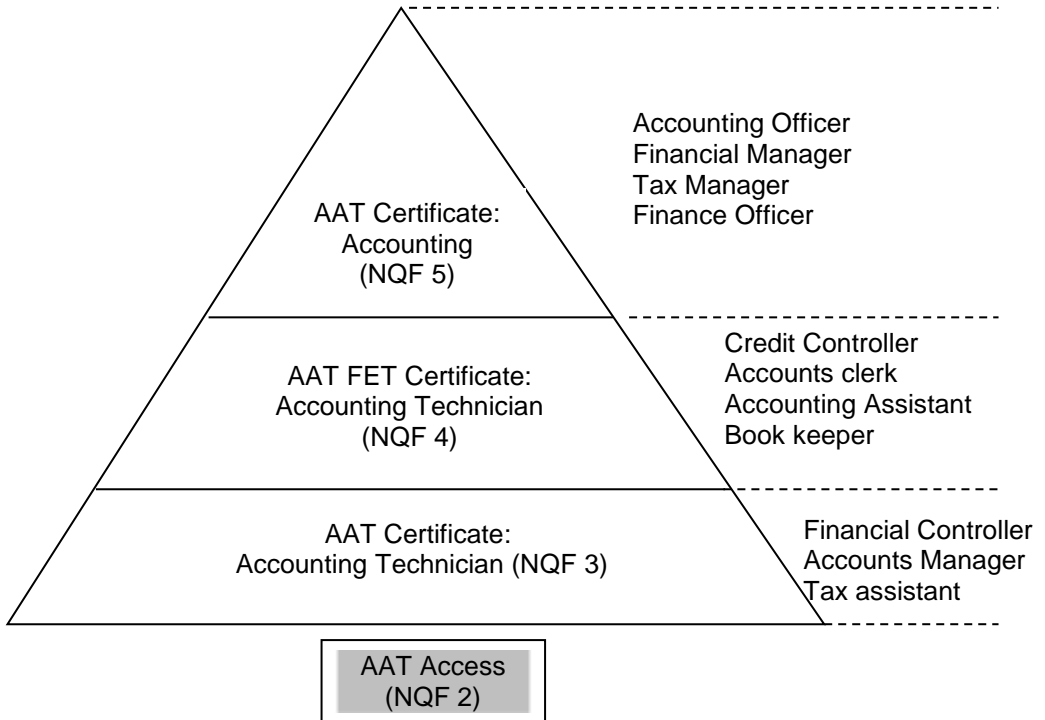
Your career options

Accountancy is an essential business process that all organisations large and small have. According to Wikipedia, an accounting technician is required to perform the following duties; processing and paying invoices, record receipts and payments, prepare and check ledger balances and other monthly and yearly accounts, complete and submit tax returns, monitor company expenses.

With experience, an **accounting technician** would often take on more complex and important tasks and management responsibilities, such as drafting financial reports, planning and budget control.

In larger companies, an **accounting technician** would work as part of an accounts team. In a small firm, an accounting technician may be the only person trained to deal with basic finance matters like wages and invoices. Career opportunities as an accounting technician then includes, accounts clerk, wages clerk, accounting assistant, sales ledger clerk, tax assistant, book keeper, financial controller or accounts manager.

AAT Accounting Technicians Qualification



Advantages

- The qualification is recognized by SAICA; The South African Institute for Chartered Accountants
- It is an internationally recognized qualification;
- AAT is a professional body and enjoys a membership of 139 000 students and members worldwide
- Your exams are certified internationally

How will I be assessed?

As you work towards the AAT(SA) Accounting Qualification, you'll be assessed on the practical skills you develop during the course. This will be done in two ways.

Computer based assessments – These assessments are written online with AAT and are assessed by AAT. They will test your ability to apply what they have learned to true-to-life examples. You may also re-take any exams if necessary.

Projects – These course assessments are based on realistic work scenarios and check your understanding and ability to carry out practical activities and to operate effectively in the workplace.

How long does it take?

The AAT(SA) Accounting Qualification is flexible and there are no time restrictions. In fact, AAT(SA) encourages you to learn at your own pace, allowing you to pursue a part-time job or other career/personal interests. However, as a rough guideline you might expect to complete each stage over the course of a year.

What level should I start at?

The AAT Accounting Qualification is separated into levels. If you have relevant work experience or qualifications you may be allowed to join at a higher level.

AAT(SA) Membership and me

As soon as you register with AAT(SA) you belong to a professional body. AAT (SA) offers membership for every step of your accounting journey. Once you have completed a level you will gain recognition, support and benefits from one of five membership levels.

What next?

Your first step is for you to enroll with an AAT(SA) provider.

As part of this process, AAT(SA) registration and membership fees will need to be paid and students will need to complete an AAT(SA) registration form. These fees are payable to the provider and will then be sent, by the provider to AAT(SA). Within three weeks of receiving a student's registration form from the centre, we will send membership details and a pack containing your AAT(SA) membership card.

10. AVAILABLE PROGRAMMES 2012

Note: All prices quoted include VAT unless otherwise stated. These prices are provisional and are subject to change without prior notice. Prices include Tea/Coffee and biscuits, and where indicated meals are provided.

10.1 AAT ACCESS (QCF 1-UK)

*** New ***

This programme is an introduction to accounting programme, accredited under the Qualifications and Credit Framework (QCF-UK), it is designed to help younger and less experienced students gain the skills and confidence to build a career in business or accountancy.

It will also help students who are not ready for Level 3 – this may be because they:

- lack confidence
- speak English as a second language
- prefer more support or a stepped approach to grasp the accounting concepts.

AAT Access qualification content

The qualification is made up of four skills and knowledge units:

- Mathematics for accounting (1 credit)
- Accounting in a professional environment (1 credit)
- Essential accounting procedures (3 credits)
- Creating business documents (3 credits)

Fees (subject to AATSA increases)	Dates 2012
Total Cost: R4 695	March 8 x Saturday mornings or 2 days per week for 4 weeks (on demand) July

- Lecture dates may exclude revision days, support days and final exams.
- Fees include refreshments, all prescribed learning material, tuition, one practice assessment and one live assessment.
- Should the candidate be required to retake an assessment, the AAT(SA) exam fee plus R200 will be for the candidates account.

Association of Accounting Technicians



Subjects

- Basic Accounting I
- Basic Accounting II
- Work effectively in accounting and Finance
- Basic Costing
- Computerised accounting

Fees (subject to AATSA increases)	Dates 2012
Total Cost: R16 530 (With Tuition)	Starts March 2012 Every second Saturday Evening & Block classes on demand
Total Cost: R10 830 – Self-study with support. Includes one introductory lecture and one revision lecture per subject.	N/A

Fees

- If paying on terms an additional R350 administration fee will apply.
- Part-time terms: one payment prior to classes commencing of R6 380 and 3 equal installments (R3 500) thereafter by the first day of each subsequent month.
- Self-study terms: three equal installments apply over the first 3 months of study.
- Cost includes registration and membership fees with AAT.
- Fees include one practice computer based assessment and one live computer based assessment.
- Should the candidate be required to retake an exam or project, the AAT(SA) exam fees plus R200 will be for the candidates account.

Association of Accounting Technicians



Subjects

- Accounts preparation I
- Accounts preparation II
- Cash Management
- Costs and Revenues
- Indirect tax
- Professional ethics in accounting and finance
- Spreadsheets software

Fees (subject to AATSA increases)	Dates 2012
Total Cost: R24 900	Starts March 2012 Every second Saturday Part-time Evening and Block classes on demand
Total Cost: R15 050 – Self-study with support. Includes one introductory lecture and one revision lecture per subject.	N/A

Fees

- If paying on terms an additional R350 administration fee will apply.
- Part-time terms: one payment prior to classes commencing of R8 750 and 3 equal installments (R5 500) thereafter by the first day of each subsequent month.
- Self-study terms: three equal installments apply over the first 3 months of study.
- Cost includes registration and membership fees with AAT.
- Fees include one practice computer based assessment and one live computer based assessment.
- Should the candidate be required to retake an exam or project, the AAT(SA) exam fees plus R200 will be for the candidates account.



Association of Accounting Technicians

Compulsory Subjects

- Financial Statements
- Budgeting
- Financial performance
- Internal control and accounting systems

Plus any 2 of the following:

- Credit management and Debt control
- Personal tax
- Business tax
- External auditing

Fees (subject to AATSA increases)	Dates 2012
Total Cost: R25 700	Starts March 2012 Part-time evening and clock classes available on demand.
Total Cost: R15 400 – Self-study with support. Includes one introductory lecture and one revision lecture per subject.	N/A

Fees

- If paying on terms an additional R350 administration fee will apply.
- Part-time terms: one payment prior to classes commencing of R9 400 and 3 equal installments (R5 550) thereafter by the first day of each subsequent month.
- Self-study terms: three equal installments apply over the first 3 months of study.
- Cost includes registration and membership fees with AAT.
- Fees include one practice computer based assessment and one live computer based assessment.
- Should the candidate be required to retake an exam or project, the AAT(SA) exam fees plus R200 will be for the candidates account.
- For internal Control and Accounting Systems (Project), should further re-assessment be required after the 2nd submission then a fee of R550 per assessment will apply.



The South African Institute of Chartered Accountants
in partnership with the **aat**

Get the skills you need to succeed with the AAT Accounting Qualification

Whatever your age or experience, studying with AAT and gaining professional membership will help you to get the recognition you deserve.

- Flexible learning options
- Continue to work while you study
- Valued by leading Employers
- Fast Track to Chartered Accountancy
- Providing qualifications for those working, and looking to work at all levels of accounting and finance.



CPMD has been appointed as an accredited student support centre for IMM GSM Graduate School of Marketing, and will be offering the Diploma in Marketing as well as the Higher Certificate in Marketing.

CPMD will be offering part-time evening classes as well as part-time block classes for people who wish to work while they study, or attend a limited number of classes.

Introduction to IMM GSM Marketing

Marketing is an exciting career choice which has application in all industries. The dynamic field of Marketing has no limits. Therefore studying towards an IMM GSM qualification will reward you with a multitude of options and career opportunities. IMM GSM qualifications are respected within the local industry and affiliated to CIM (UK).

IMM GSM programmes are comprehensive and offer a more practical hands-on approach to gaining knowledge. A successful career in marketing requires one to be creative, self-motivated and innovative; but also requires an educational qualification to grasp a range of techniques, that will enable you to pursue a prosperous career.

Entry Requirements

- A certified copy of your Senior Certificate (Grade 12) or equivalent. Minimum requirements apply.
- A CV is required for prospective students over 23 years of age, who have no Senior Certificate, and must include work-related experience and a SAPS Affidavit stating that they did not obtain a Senior Certificate.
- A copy of your ID must be presented.

Get trained in the exciting field of marketing with IMM GSM and CPMD - And reap the rewards of a potential career in the diverse aspects of the dynamic world of Marketing!

Diploma in Marketing Management

This is an intermediate qualification at NQF Level 6 and consists of 360 credits and 17 modules:

Year 1:

- Marketing 1 (20 credits)
- Business Communication (20 credits)
- Business Management 1 (20 credits)
- Economics1 (20 credits)
- Financial Management 1 (20 credits)
- Sales Management 1 (20 credits)

Year 2:

- Marketing 2 (20 credits)
- Basic Marketing Research 2 (20 credits)
- Business Management 2 (20 credits)
- Financial Management 2 (20 credits)
- Marketing Communications 2 (20 credits)
- Elective (20 credits)

Year 3:

- Marketing 3 (20 credits)
- International and Africa Marketing (20 credits)
- Work Integrated Learning – Practical (40 credits)
- Elective (20 credits)
- Elective (20 credits)

This programme can be completed over a minimum of 3 years full-time or 4-5 years part-time.

Who should do the Diploma?

- If you are already working in a marketing environment but do not have a qualification.
- If you are a school leaver looking for a career in marketing.
- If you require theoretical knowledge to back up your practical know-how.
- If you wish to move up the corporate ladder and lack certain marketing related skills and knowledge.
- If you wish to study part-time and still follow a career.
- If you wish to work and study at the same time in order to afford a marketing education.

Higher Certificate in Marketing

This is a basic entry-level marketing qualification at NQF Level 5 and consists of 135 credits and seven modules:

- Marketing 1 (20 credits)
- Academic Literacy 1 (15 credits)
- Basics of Business Communication 1 (20 credits)
- Business Management 1 (20 credits)
- Business Numeracy 1 (20 credits)
- Economics 1 (20 credits)
- Sales Management 1 (20 credits)
-

This programme can be completed over a minimum of 1 year full-time or 2-3 years part-time study.

With IMM GSM you can enter the world of business and then specialise in any of the following areas:

- Advertising
- Brand Management
- Customer Services
- Direct Marketing
- E-Commerce
- Marketing Training
- International Marketing
- Services Marketing
- Events and Promotion Management
- Product/Packaging Design
- Marketing Communications
- Market Intelligence
- Market Research
- Media Strategy
- Product Development
- Public Relations & PR
- Sponsorships
- Sales Management
- Fashion Marketing
- Sports Marketing
- Marketing Consulting

Saturday Booster Sessions are available for students wishing to study mostly on their own!



**Semester 1 - 2012
IMM GSM Schedule
Diploma in Marketing
Management &
Higher Certificate in Marketing**

Part-time Block – Week-day and Saturday Classes

Classes	Modules Presented	Week Days	Saturday	Cash Fee *	Deposit **	Monthly Installment
Semester 1	Marketing 1	X 4 8:30-16:00	X 3 9:00-12:30	R3 750	R1 050	R950 x 3
18/02/2012 - 19/05/2012	Business Communication	X 4 8:30-16:00	X 3 9:00-12:30	R3 750	R1 050	R950 x 3
	Business Management 1	X 4 8:30-16:00	X 3 9:00-12:30	R3 750	R1 050	R950 x 3

Part-time Evenings – Evening and Saturday Classes

Classes	Modules Presented	Evenings	Saturdays	Cash Fee *	Deposit **	Monthly Installments
Semester 1	Marketing 1	X 8 17:30-20:30	X 3 9:00-12:30	R3 450	R1 050	R850 x 3
18/02/2012 - 19/05/2012	Business Communication	X 8 17:30-20:30	X 3 9:00-12:30	R3 450	R1 050	R850 x 3

* Cash fee is payable 5 working days prior to the start of each module!

** Monthly fees are payable by the 1st day of each month: February, March, April & May 2012.

<p>Compulsory Fees Payable to IMM:</p> <ul style="list-style-type: none"> ▪ R880 – Once-off new student enrolment fee ▪ R990 – Annual student support fee ▪ R1 260 – Assessment fee per module <p>Registration and exam entry with IMM GSM is the responsibility of the student</p> <p>IMM GSM 1st semester registration closes 1 March 2012</p>	<p>CPMD Prices are inclusive of VAT and apply to first level IMM subjects only, but also include the following:</p> <ul style="list-style-type: none"> ▪ Text Book, Tuition, Class Handouts ▪ Standard Beverages ▪ Lunch on Week/Full Day Classes
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SATURDAY BOOSTER SESSIONS

Assignment Preparation, Mock Exam and Exam Booster Days can be attended as an individual unit

@ R1 380 per module for all three sessions.

This excludes textbook and handouts from class programme.

Fees, dates, times and schedules may be subject to change or cancellation at the discretion of CPMD Management.

**Knowledge
Unlimited**

FETC: REAL ESTATE

Further Education and Training Certificate: Real Estate



10.6 FETC: REAL ESTATE

Learning Unit 1:	Fees	Dates 2012
246737 Demonstrate knowledge of the Real Estate Code of Conduct and ethics	R3 300.00 Payable prior to commencement	14,15,16 March Block Release
246735 Demonstrate an understanding of the Real Estate environment		

Learning Unit 2:	Fees	Dates 2012
242584 Demonstrate knowledge and understanding of FIAS	R4 290.00 Payable prior to commencement	3-4 May and 24-25 May Block Release
242593 Explain South African money laundering legislation		
246733 Demonstrate knowledge and understanding of real estate legislation		

Learning Unit 3:	Fees	Dates 2012
246736 Market, sell and lease property	R14 200.00 Payable in 4 installments.	4,5,6 July and 14,15,16 August Block Release
246738 Apply business principles to the Real Estate function		
246734 Advise role players on Real Estate financing options		
246739 Manage self-development in a Real Estate environment		
110009 Manage administration records		
114583 Develop, implement and evaluate a marketing strategy for a new venture		

And choose one of the following elective streams:

Stream 1: Real Estate		Dates 2012
13418	Demonstrate knowledge and understanding of a Mortgage Bond	6,7 September
13420	Demonstrate knowledge and understanding of the Bond Registration Process	Block Release
Stream 2: Valuation		Dates 2012
15059	Identify and co-ordinate facilities management opportunities	20,21 September
15089	Identify and apply property, asset and investment management principles	Block Release

Note: Lectures are scheduled on a part time basis during office hours.

- Lecture dates may exclude revision days, support days and final exams.
- Fees include all prescribed learning material, assessments and one re-assessment (if required) per Final Summative Assessment or Portfolio of Evidence as well as moderation.
- Should further re-assessment or moderation be required then a fee of R550 per assessment or moderation will be levied.

10.7 REAL ESTATE (RPL)

In addition to being accredited to run the FETC in REAL ESTATE, CPMD is also accredited as an RPL (Recognition of Prior Learning) service provider for the same programme.

If you are already involved in the real estate or property business but you have not completed the RPL process, CPMD can now help you attain recognised status and guide you through getting a POE (Portfolio of Evidence) together. As an RPL training provider we can assist in filling any training gaps or requirements to legitimise you as a property professional.

FETC: RPL – Level 4 Agents	Fees	Dates 2012
1 day orientation and guidance 2 x ½ days interim guidance and mentoring Two assessment's and moderation Duration: 4-6 months to complete process	R4 900 Payable in full prior to commencement	Start Dates: 24 February 15 May 17 August

NC: RPL – Level 5 Principles	Fees	Dates 2012
Duration: 4-6 months to complete process	R6 200 Payable in full prior to commencement	Dates to be advised.

Fees, dates, times and schedules may be subject to change or cancellation at the discretion of CPMD Management.



10.8 PUBLIC SHORT COURSES: PROPERTY

10.8.1 Principles of Advanced Property Practice	Fees/Duration
<p>This course covers a wide range of topics essential for any property practitioner to know. It ensures that delegates can discuss topics such as property law with confidence and authority. The A-Z of Real Estate. One of CPMD's flagship property courses. Topics include:</p> <ul style="list-style-type: none"> • Town planning • Tax and Duties: Income Tax, VAT and Capital Gains • Property Registration and Transfer • Understanding Financial Statements • Forms of Ownership • Property and contract law • Financial Calculations • Valuations: of commercial, investment, residential, unique properties, going concerns and businesses. • Unit schemes: Retirement Villages, Share Block, Time Sharing, Sectional Title • Law of Agency • Principles of Business Management • Landlord and Tenants • Restraint of Trade agreements and Labour Practice <p>Designed to professionalize all estate agents, brokers, property managers and principles. For individuals who want to succeed in Real Estate.</p> <p>NB: This course has also been approved by the EAAB for RPL credits towards the FETC: Real Estate.</p>	<p>R9 300</p> <p>Payable in 4 equal instalments</p> <p>9 Days</p> <hr/> <p>Dates 2012</p> <p>4 Modules per course</p> <p>Course 1: 1: 19-20 April 2: 17-18 May 3: 20,21,22 June 4: 24,25 July</p>

10.8.2 Principles of Development	Fees/Duration
<p>This course covers the a-z of the property development process. Learn from industry leaders in their respective fields. Another CPMD Flagship Programme. Topics include:</p> <ul style="list-style-type: none"> • How to acquire the right property • Dealing with financial institutions • Understanding town planning processes • Zoning issues • Contracting with professionals • Legislation • Feasibility studies, NPV and IRR • Project finance <p>Modules:</p> <ol style="list-style-type: none"> 1. Property Environment and Taxation 2. Financial Statements and Contracts of Sale 3. Planning your Development and Land Identification 4. The Professional Team 5. Managing your project successfully and Obtaining Project Finance 6. Pricing and Marketing the Development 7. Principles of Investing in Property and Estate Building <p>Designed for developers, aspiring developers, investors, project finance managers, agents wanting to diversify.</p> <p>NB: This course has also been approved by the EAAB for RPL credits towards the FETC: Real Estate.</p>	<p>R17 900</p> <p>Payable in 7 instalments</p> <p>15 Days</p> <hr/> <p>Dates 2012</p> <p>7 Modules per course</p> <p>Course 1:</p> <p>1: 19-20 April 2: 17-18 May 3: 20,21,22 June 4: 26-27 July 5: 23-24 August 6: 18-19 September 7: 29-30 October</p>

10.8.3 Principles of Property and Facilities Management	Fees/Duration
<p>This course provides delegates with a practical understanding of property and facilities management and all related issues and offers the A-Z for the management of commercial and retail properties. Another CPMD Flagship programme.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Interest Rates and Taxation • Town Planning and Feasibility Studies • Contracts and forms of ownership • Maintenance, Security, Finance, Access Control and Risk Management • Tenant Relations and Aspects of Management • Procurement • Health and Safety • Project Management • Quality Management <p>Modules:</p> <ol style="list-style-type: none"> 1. Property Environment and Taxation 2. Financial Statements and Contracts of Sale 3. Role of Property Management and Maintenance 4. Financial Management, Leasing and Tenant Relations 5. Facilities Management <p>This course is designed for Building Mangers, Commercial and Retail Property Owners and Commercial Brokers.</p> <p>NB: This course has also been approved by the EAAB for RPL credits towards the FETC: Real Estate.</p> <p>Note: Delegates who have completed Modules 1 and 2 of the Advanced Property Practice or Development course, will obtain credit for module 1 and 2 of this course and a 40% fee reduction.</p>	<p>R14 200</p> <p>Dates 2012</p> <p>Course 1:</p> <p>1: 19-20 April</p> <p>2: 17-18 May</p> <p>3: 18-19 June</p> <p>4: 26-27 July</p> <p>5: 21-22 August</p>

10.8.4 Effective Use of Financial Calculator	Fees	Dates 2012
<p>How to use a financial calculator in property transactions – Remember to bring Financial Calculators.</p>	<p>R890 Payable in full prior to commencement</p>	<p>20 June</p>

10.8.5 Advanced Property Practice Power Up-date	Fees/Duration	
<p>Essential for any property practitioner who completed Principles of Advance Property Practice prior to 2008. It is designed to up-date your knowledge of the property industry and highlights the latest trends and new legislation. Topics include:</p> <ul style="list-style-type: none"> • Urbanization and Town planning post 2010 • Tax Issues • New Consumer Protection Act • Relevant changes in Legislation • Valuations up-date • Unit schemes up-date • The Real Estate business in the current Economic Environment • Future Opportunities in Real Estate <p>Designed to professionalize all estate agents, brokers, property managers and principles. For individuals who want to succeed in Real Estate post 2010.</p>	<p>R1 450 Payable in full prior to commencement</p> <p>2 Days</p>	
	<p>Dates 2012</p> <p>1-2 November</p>	

10.8.6 Principles of Sectional Title	Fees/Duration
<p>This course prepares and assists property professionals in understanding this complex legislation as well as applying the principles of sectional title from all perspectives. Topics include:</p> <ul style="list-style-type: none"> • Sectional Title Act, Property Rates Act, Legislation • Educating Buyers • The developer's real right of extension • Exclusive use areas vs. allocated areas • Levy calculations and clearance certificates • Management Rules, Conduct Rules and House Rules • Agreements of Sale and Disclosures • Rights and Responsibilities of Owners and Agents • Alterations and Extensions • The roles of body corporate and Trustees • Dispute Resolution • Trustee meetings, AGM and STM • Obligation of trustees and management of levy funds • Budgeting and Financials • Debt Collection <p>This course is designed to cater for Managing Agents, Estate Agents and Trustees or Property Investors.</p>	<p>R6 930</p> <p>Payable in 2 equal instalments</p> <p>6 Days</p>
	<p>Dates 2012</p>
	<p>3 Modules per course</p> <p>Course 1: 2: 8-9 May 3: 7-8 June 4: 5-6 July</p>

10.8.7 Principles of Business, Commercial and Industrial Broking	Fees/Duration
<p>New NQF Aligned programme being launched!!!</p> <p>Learn how to buy and sell businesses and expand your real estate business. Topics include, inter alia:</p> <ul style="list-style-type: none"> • How to get into broking by identify sellers • How to analyze and price a business • How to analyze the financial statements • Financial Calculations • Effective ways to market yourself • How to find buyers for businesses you're selling • What makes a successful broker • How a broker earns money • How to earn fees by providing valuation service to owners before they sell • How to earn fees by writing business plans for owner who wants to raise financing • Earning fees by arranging finance and other streams • Overview of legal and tax issues <p>This course is designed for Agents who are looking to diversify or individuals looking for a new career path.</p>	TBA
	Dates 2012
	July 2012

10.8.8 Advanced Principles of Commercial and Industrial Broking	Fees/Duration
<p>NEW NQF Aligned Programme being launched!!!</p> <p>This course provides delegates with an understanding of the advance principals of brokering commercial properties.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • How to identify business that sell quickly • How to analyze and price a business for a quick sale • How to buy a business with no money down • Identifying market trends • Risk analysis 	TBA
	Dates 2012
	November 2012

<ul style="list-style-type: none"> • Complex Valuation of properties • Financial calculations • Selling commercial properties <p>This course is designed for experienced Agents looking to diversify and for individuals who want to follow a new career path. It is advisable to complete the Basic Business Broking and Deal Making course first.</p>	
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10.8.9 Commercial Property Finance and Investment	Fees/Duration
<p>NEW NQF Aligned Programme being launched!!!</p> <p>This course provides delegates with insight into financing of commercial and retail properties and developing property investment portfolios for small and large institutions. Topics include:</p> <ul style="list-style-type: none"> • Principles of Commercial Property Investment • Finance and Funding of Commercial Projects • Project Finance Management • Legislation and Contracts • The Role players • Planning the development and Land Identification • The Local Property Environment and Taxation <p>This course is designed for commercial property brokers, bankers and commercial property investors and managers.</p>	TBA
	Dates 2012
	<i>October 2012</i>

10.8.10 Property Investors Programme	Fees/Duration
<p>Learn how to invest in both commercial and residential property. Topics include:</p> <ul style="list-style-type: none"> • The principles of Investing in Property and Estate Building • Using Gearing to your advantage • Financial aspects and funding investments • Develop an investment strategy 	R2 500
	Payable in full prior to commencement
	2 Days
	Dates 2012

<ul style="list-style-type: none"> • Identifying the next growth area • Creating wealth by giving up smoking • Make your property investments tax efficient • How to renovate to obtain maximum returns • The 30 golden rules of investing in property <p>This course is designed for property developers, agents looking to service investors or agents looking to diversify or for agents looking for additional income streams and other real estate investors (big or small).</p>	<p>29-30 October</p>
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10.8.11 Fundamentals of Leasing and The Rental Housing Act	Fees/Duration
<p>This course introduces the fundamental principles required to become a rental agent and discusses industry practices and problems. Topics include:</p> <ul style="list-style-type: none"> • Legislation and Laws of Contract • Lease Agreements • The Rental Housing Act • The Rental Housing Tribunal – Powers and Duties <p>This course is designed for agents and managing agents, property investors and developers who are involved or would like to be involved in Real Estate letting, leasing or rentals.</p>	<p>R3 520 Payable in full prior to commencement</p> <p>3 Days</p> <hr/> <p>Dates 2012</p> <p>Course 1: 21,22,23 May</p> <p>Course 2: October</p>

Please note that prices quoted are inclusive of VAT.

Full day programmes usually include morning
tea/coffee and lunch.

Fees, dates, times and schedules may be subject to change or
cancellation at the discretion of CPMD Management.

Go to our website at:

www.cpmd.co.za

*For the latest information about our programmes, short courses
and workshops!*



THE FINAL WORD

***“By virtue of being born to humanity, every
human being has a right to the potentialities
as a human being.”***

Ashley Montagu

SAMZO HOUSE



Upmarket Meeting Venue Hub



***Meetings, Computer Centre, Conferences, Training,
Team Building, Corporate Functions, Facilitation***



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info@samzohouse.co.za o Tel: (011) 728-7225

Samzo House - Home of CPMD

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