

**1 - 5 MARCH 2010  
GAUTENG: MIDRAND**



**University of the Free State**

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## FACILITIES MANAGEMENT PROGRAMME (FMP)

### COURSE PROFILE AND OBJECTIVES

The FMP is an intensive course which is held over five days. It is presented jointly with the University of the Free State and is designed for people in first level and middle management positions.

The FMP has been structured to provide delegates with a thorough understanding of facilities management and the application thereof in practice. The objective of the course is to distinguish between asset management, property management, facilities management, maintenance management and to equip delegates with a knowledge base suitable for structuring and executing a facilities management strategy. The concept and implementation of facilities management is fairly new to South Africa but destined to become a major service and career focus.

The contents of the course are broad based and supported by extensive course material. Lecturers are experienced academics and practitioners with sound knowledge and hands-on practical experience. The tutorial guides delegates in developing cognitive ability, which in turn will enhance their ability to substantially contribute towards the development of a facilities management strategy in their enterprises.

### TARGET POPULATION

SAPOA members and public sector.

### STRUCTURE OF THE COURSE AND WORKLOAD

The FMP is a fulltime five-day course. Being inter-active and requiring participation, the number of delegates is limited.

The FMP is intensive and delegates will be involved in lectures and work sessions, reporting back in groups to all the delegates. This approach creates the opportunity for the development of tacit knowledge and to benefit from the broader experience base of all the delegates.

### CONTENTS OF COURSE

- Introduction to property, facilities and maintenance management
- Asset and financial management relating to facilities management
- Property owner/Facilities manager relationship
- Management of operating costs and services
- Principles of facilities management (General, strategic facilities management, leadership)
- Planning effective facilities management; Space services ; Outsourcing facilities management
- Environmental control in buildings
- Maintenance management; Execution of maintenance work; Prioritising maintenance management; Principle of life cycle costing
- Performance risk management; Service level agreements; Performance measurement; Benchmarking; Post occupancy evaluation; Risk management
- Law of contracts; Dispute resolution; Lease agreement; Leasing of office space; Leasing shopping space; Delict and the property manager
- Building management systems: Intelligent Building Automation; Energy efficiency
- Public Private Partnerships

### STUDENT WORKLOAD

- Class participation
- Discussion groups
- Assignments

### ASSESSMENT

- Assignment with declaration

## BACKGROUND TO THE EDUCATIONAL PROGRAMMES

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Each year SAPOA, in conjunction with various tertiary educational institutions, presents a range of short courses and training programme's. There are separate courses suitable for various levels, including beginners, middle-management and senior management positions. We have designed the courses so that they become stepping-stones in a logical training experience, which will equip participants for a rewarding career in the built environment. This course has been recorded with SAQA on NQF Level 6:16 credits and carries 75 CPD Points. You may claim the approved rebate from your SETA, on the cost of the course, thereby making staff training more attractive for employers. This course also carries CPD points for built environment practitioners. The number of delegates attending each course is limited, and it is recommended that your Registration Form is processed and submitted urgently. Please make copies of the Registration Form for your records.

### COMMENTS ON THE COURSE

- Very informative; thought provoking; useful for practical implementation.
- Very informative and highly specialised in his fields.
- He always made me feel like I must apply what he delivered.
- Amazed that Facilities Management plays such an integral part with environmental aspects
- Taught things that we never thought about.
- I have developed a completely new approach towards my job.
- I learnt a great deal that I didn't know and the material will be a good reference in the future.
- The course provided an excellent insight into the need for Facilities Management.
- It was empowering and productive!
- This is a great course and is very helpful.
- The best!

# APPLICATION FORM

Please complete in typed format and email or fax to us  
 email: eldec@iafrica.com  
 fax: 012 808 3361

Cheque's should be made out to:  
 Short Courses  
 Midrand - University of the Free State

## 1 DELEGATE

Title

Surname

Known name

First name

ID Number

Age  Gender Male  Female

Email

Cell

Tel

Fax

Company

Current position

Number of years in current position

Detailed property experience \_\_\_\_\_

## 2 SPONSORING COMPANY / ENTITY TO INVOICE

SAPOA Member? Please tick Yes  No

Name of sponsoring entity

Main business of sponsoring entity

Accounts contact person

Tel

Fax

email (person responsible for payment)

Postal address

Postal code

Physical address

VAT registration

## COURSE DATE

Date: 1 – 5 March 2010  
 Venue: CMA Auditorium  
 The Auditorium, Conference Park / Construction Park  
 234 Alexandra Road, Midrand Note: Delegates are limited

## COURSE FEE AND CANCELLATION POLICY

**Tuition**  
 SAPOA Members R7 900.00 per person (VAT exempt)  
 Non-Members R9 900.00 per person (VAT exempt)

The course fee must be paid prior to attendance. An invoice will be issued on acceptance of your registration. Delegates, particularly public sector applicants, must ensure that the applicable account of the University of the Free State for this course (as detailed under: "Information and Registration") is on the sponsor's vendors list. Before delegates register they should ensure that their attendance has been approved and an official order is issued where applicable. If the sponsor fails to settle the course fee, the delegate will be held personally responsible for payment. Cancellations for the course must be received not later than three weeks before the course starts. In the event that the organisers cannot find a replacement, no refund will be made. In case of insufficient applications for a course, we reserve the right to cancel the course. Applicants will be informed and all fees will be refunded immediately.

1. Successful applicants will be advised of their acceptance, as soon as possible.
2. Please complete your form, then make and keep a copy for yourself.
3. CHEQUES OR DIRECT DEPOSITS SHOULD BE MADE TO:

SHORT COURSES: MIDRAND – UNIVERSITY OF THE FREE STATE  
 Account No: 9128131623  
 Bankers: ABSA  
 Branch: Public Sector  
 Branch Code: 630734

Fax a copy of deposit slip together with your registration form to:  
 (012) 808 3361

Please note that faxed or e-mailed registration forms constitute valid reservations and will be treated as such and you will be held responsible for payment

## 3. ACCOMMODATION

Accommodation to be arranged by delegates. A list of suitable accommodation in different price ranges is available on request.

## 4. VEGETARIAN MEALS REQUIRED

Please tick

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

Date

# INFORMATION & REGISTRATION



GENERAL INFORMATION  
 Nthabiseng Kubheka  
 Education Officer

SAPOA - FMP 2010  
 PO Box 78544 Sandton 2146  
 T 011 883 0679  
 F 011 883 0684  
 E edofficer@sapoa.org.za  
 W www.sapoa.org.za

UNIVERSITY OF THE FREE STATE  
 Prof Dries Hauptfleisch / Vicki Fourie

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