



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Community Scheme Management

Services / Cleaning, Domestic, Hiring, Property and Rescue Services

Unit Standard 258116 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to effectively manage community schemes, such as sectional title schemes, homeowners' associations, and share block schemes. Participants will gain the competence to oversee governance, financial management, and operational compliance within the framework of relevant South African legislation.

Category	Services
Subfield	Cleaning, Domestic, Hiring, Property and Rescue Services
Unit Standard	258116
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the legal and regulatory framework governing community schemes in South Africa.
- Analyze financial statements and budgets to ensure sound financial management of community schemes.
- Evaluate governance structures and implement effective decision-making processes.
- Design and implement policies and procedures for operational management and maintenance.
- Demonstrate effective communication and conflict resolution skills with stakeholders.
- Implement compliance measures with relevant legislation, including the Sectional Titles Act and the Community Schemes Ombud Service Act.

WHO SHOULD ATTEND

- This course is designed for trustees, managing agents, property managers, and anyone involved in the administration or governance of community schemes.
- It is also suitable for aspiring professionals seeking to enter the community scheme management field.

COURSE OUTLINE

Day 1: Introduction to Community Schemes and Governance

- Types of community schemes: sectional title, homeowners' associations, share block schemes
- Legal framework: Sectional Titles Act, Community Schemes Ombud Service Act
- Governance structures: trustees, directors, executive committees
- Key documents: memorandum of incorporation, rules, conduct rules
- Roles and responsibilities of owners, occupiers, and managing agents

Day 2: Financial Management and Budgeting

- Budget preparation: income and expenditure forecasting
- Levy determination and collection
- Reserve fund management and contributions
- Financial statements: income statement, balance sheet
- Audit requirements and financial controls

Day 3: Maintenance, Repairs, and Capital Projects

- Maintenance planning: schedules, inspections, and reporting
- Contractor management: procurement, contracts, and performance
- Capital projects: feasibility, approval, and implementation
- Health and safety: OHS Act requirements in common areas
- Insurance: types of cover and claims process

Day 4: Dispute Resolution and Compliance

- Common disputes: noise, parking, pets, alterations
- Internal dispute resolution: mediation, adjudication
- Community Schemes Ombud Service (CSOS) processes
- Meeting procedures: notices, agendas, minutes, voting
- Enforcement of rules: fines, penalties, and legal action

Day 5: Strategic Management and Professional Practice

- Strategic planning: vision, mission, and objectives
- Ethics and professional conduct for managing agents
- Communication: newsletters, portals, notices
- Technology solutions: accounting software, online platforms
- Assessment preparation: unit standard requirements and portfolio of evidence

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 258116) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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