



**SACSC**

South African Council  
of Shopping Centres

**Leading the way**

with the right qualifications

**(ACSCCL) Advanced Certificate in  
SHOPPING CENTRE  
LEADERSHIP**

**MARCH 2016 – FEBRUARY 2017**



CONTINUING EDUCATION  
UNIVERSITY OF PRETORIA

[www.ceatup.com](http://www.ceatup.com)

nurturing South Africa's retail network

# CONTENTS OF THE COURSE

## ▶ TOWN PLANNING PROCEDURES

to provide an understanding of the role of townplanning in shopping centre development.

## ▶ MARKET RESEARCH

to introduce the principles of market research generally and market research of shopping centres specifically.

## ▶ CONSUMER RESEARCH

to make participants aware of the importance of consumer research, for the success of shopping centres and to introduce the principles of marketing research generally and consumer research specifically.

## ▶ BUILDING TECHNOLOGY & SERVICES

to provide a basic understanding of building technology and services in shopping centres.

## ▶ FINANCIAL MATHEMATICS

to enable the participant to do elementary financial calculations, and the principles and application of discounted cash flow and measures of return (NPV, IRR) will be explained and illustrated.

## ▶ OPERATING BUDGETS

to provide a brief overview of the purpose, format and preparation of operating budgets for shopping centres.

## ▶ PROPERTY FINANCE

to provide an overview of the various sources of finance for shopping centres, including the cost of debt.

## ▶ INVESTMENT ANALYSIS

to provide an overview of the principles of investment, and particularly investment in shopping centres, including the principles of viability studies, applied investment principles and the role of shopping centres in investment portfolios.

## ▶ PROPERTY TAX

make participants aware of the importance of and the opportunities of tax planning in relation to property transactions.

## ▶ PROPERTY MANAGEMENT

to provide an overview of the importance and scope of proactive management of a shopping centre, so as to enhance the continued value of the shopping centre.

## ▶ RISK MANAGEMENT

to explain the principles of risk management and its application to fire prevention and control, emergency planning and disaster recovery, the management of insurance and the management of environmental issues.

## ▶ NEGOTIATION SKILLS

to introduce the principles of the negotiation process and the techniques that may be used in the process.

## ▶ STRATEGIC MANAGEMENT

to introduce participants to strategic positioning of a shopping centre, and the management of strategic and transformational processes.

## ▶ COURSE MATERIAL

a complete set of lecture notes will be provided to participants.



# REQUIREMENTS, STRUCTURES AND FEES

## ENTRANCE REQUIREMENTS

Admission requirement is the successful completion of the **Certificate in Shopping Centre Management Programme (CSCM)** or a minimum of seven years' appropriate experience in the shopping centre industry.

## STRUCTURE OF THE COURSE & PROGRAMME

- ▶ The course comprises of 21 modules.
- ▶ Welcoming session at the University of Pretoria.
- ▶ Three day block session will take place between 16 -19 November 2016 at Faircity Roodevallei Hotel & Conference Venue, Plot 81, Zeekoeigat, Kameeldrift East, Pretoria. Delegates will be required to book into the venue the day before the block session. The block session is a compulsory "live-in" session i.e. accommodation is not optional.
- ▶ During first two days of block sessions - practical case studies and problems will be discussed.
- ▶ On the third day the project will be briefed, followed by a visit to a shopping centre.
- ▶ Each participant will then be requested to prepare an individual report.
- ▶ Evaluation is by submission of six assignments on a monthly basis, as well as a 4 hour written examination, in February 2017.
- ▶ Admission to the examination will be granted based on an average of 40% in the assignments and project.
- ▶ To qualify for the ACSCL, an aggregate pass mark of 50%, with a sub minimum of 40% in the examination is required.

## COURSE FEES & ACCOMMODATION

### SACSC MEMBER

**R29,575 + Vat**

### NON-MEMBER

**R34,575 + Vat**

Fees for the ACSCL include: lecture notes, accommodation, all meals for the three-day block session and examination fees, but does not include the cost of a financial calculator, or transport to and from the venue.

## AREAS OF STUDY

### MODULES

Location Analysis and the Urban Retail Market	1
Town Planning Procedures	1
Market Research	2
Consumer Research	1
Building Technology and Services	1
Financial Mathematics	2
Operating Budgets	2
Property Finance	1
Investment Analysis	3
Property Tax	1
Property Management	2
Risk Management	2
Negotiation Skills	1
Strategic Management	1
<b>TOTAL</b>	<b>21</b>

# PROGRAMME, REGISTRATION AND DETAILS

## PROGRAMME

MONTH	ACTIVITY
MAR 16	Registration
APR 16	Assignment 1
MAY 16	Assignment 2
JUN 16	Assignment 3
AUG 16	Assignment 4
SEP 16	Assignment 5
NOV 16	Block Session
DEC 16	Assignment 6
FEB 17	Examination (1x4 hours)
MAR 17	Graduation

The graduation will take place at the University of Pretoria.

## VENUE

The 3 day block session will take place from 16-19 November 2016 at Faircity Roodevallei Hotel & Conference Venue, Plot 81, Zeekoeigat, Kameeldrift East, Pretoria.

Please Note: Delegates will be required to book into the venue the day before the block session commences between 16:00 and 18:00

## FOR MORE INFORMATION CONTACT

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## TO REGISTER

Complete the application form and return by fax: 086 630 3916 or email [rene@sacsc.org.za](mailto:rene@sacsc.org.za). The enrolment form can also be downloaded from [www.sacsc.co.za](http://www.sacsc.co.za)

- ▶ An invoice with bank details will be sent to you via email from CE at UP Trust and reflect a payment reference which must be quoted when payments are being made.
- ▶ A booking confirmation letter will also be sent to you via email.

## RULES AND CONDITIONS

- ▶ In order to receive your lecture notes, FULL PAYMENT of the course must be received in advance by mail or transfer.
- ▶ Course fees must also be paid in FULL before the course starts.
- ▶ Proof of payment must be faxed to: Bonolo Mokoka at 086 625 1776 or email to [bonolo.mokoka@ce.up.ac.za](mailto:bonolo.mokoka@ce.up.ac.za).
- ▶ Cancellations received in WRITING two weeks prior to the course will be accepted.
- ▶ Cancellations received after that, cannot be cancelled and a substitute delegate may be nominated in writing, at any time before the course starts.

Please note that faxed or e-mailed registration forms constitute valid reservations and will be treated as such.

## PAYMENT OPTIONS

CHEQUES OR DIRECT DEPOSITS SHOULD BE MADE TO:

Deposit detail: CE at UP Trust

Account No: 407 026 8244

Bank: ABSA HATFIELD

Branch code: 335-545

### CLOSING DATE:

**19<sup>th</sup> February 2016**

- \* Please register timeously to facilitate mailing of notes.
- \*\* Early booking and payment will allow for early mailing of text books, to give more study time, if required.
- \*\*\* Cancellations will be accepted up until 2 weeks prior to the course date in writing only.

