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# A100 SCA NATIONAL INTRODUCTION TO LIVING & WORKING IN THE STRATA COMMUNITY

This comprehensive National Strata Community Management course provides a practical overview for new managers, is an essential review for experienced managers. As a participant you will receive a 400-page manual that is filled with many sample forms and time-saving tips for working with homeowners, managers, committees, sub committees and other industry professionals. Successful completion of this course is the first step in obtaining a professional industry accreditation. The A100 is a prerequisite for entering the SCA Education pathway for your professional development.

**OVER THREE DAYS,  
16 HOURS AND  
A 2HR EXAM**

**MODULE 1:  
LEGAL BASIS FOR  
COMMUNITY  
ASSOCIATIONS**

**MODULE 2:  
COMMUNITY MANAGEMENT  
& LEADERSHIP**

**MODULE 3:  
FINANCIAL MANAGEMENT**

**COURSE COSTS:  
SCA MEMBERS \$695.00  
NON-MEMBERS \$1,695**

**STRATA COMMUNITY AUSTRALIA**

Level 1, Suite 101 & 102,  
845 Pacific Highway,  
Chatswood NSW 2067

[www.stratacommunity.org.au](http://www.stratacommunity.org.au)

ABN: 15 151 156 357

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[education@stratacommunity.org.au](mailto:education@stratacommunity.org.au)

**Time:** 9.00am – 3.00pm each day, with the option to stay in the classroom on day 3 to complete the online exam, alternately you have 72 hours in which to complete the exam away from the classroom.

**Trainer:** All courses are facilitated by Qualified Strata Industry and Industry Specialist Trainers.

**Email:** [education@stratacommunity.org.au](mailto:education@stratacommunity.org.au)

### Materials to bring

- Course Manual will be provided at the venue.
- BYO Pens of different colours and highlighters.
- Morning tea and lunch will be provided.
- Laptop with own internet connection for on-line exam after course on day 3. (Best format for the exam is Google Chrome)

### Assessment

- On-line multiple choice question exam at the completion of the course on day 3
- Certificate of Achievement
- Prerequisite for the SCA Accreditation Pathway – new entrants

### Course Cancellation Policy: (please read this carefully)

#### The cancellation policy for the A100 is as follows:

1. If you are unable to attend the course you are booked into and wish to transfer to the next available course or send another staff from your office and your notification has been sent more than seven (7) days prior to the date of the course there will be a \$50.00 administration fee applied for the transfer. The registration may be transferred two times only.
2. If you are unable to attend the course and your notification has been sent less than seven (7) days prior to the commencement of the course there will be NO REFUND, this also applies for no shows.

All Cancellations must be in writing and sent to: [education@stratacommunity.org.au](mailto:education@stratacommunity.org.au). By registering for the course it will be understood that you have agreed to this policy.

## Course Overview

### Day 1.

#### Module 1 Legal Basis for Community Associations

- The legal nature of a strata community, including the scope and limits of its authority within the industry  
(*Legal Basis for Strata Community*—Lesson 1)
- General meetings – Lesson 2
- The effective use of committee/board meetings for decision-making  
(*Committee/Board Meetings and Decision Making* — Lesson 3)
- How to develop appropriate By – Laws and their enforcement (*Rule Development and Enforcement*—Lesson 4)

### Day 2.

#### Module 2 Community Management & Leadership

- Your role and responsibilities as a manager in relation to the roles and responsibilities of your community's owners and volunteer leaders (*Strata Community Management* — Lesson 1)
- Industry Code of Conduct and Ethics (*Ethics* - Lesson 2)
- Contracting (Lesson 3)
- Risk Management & Insurance (Lesson 4)

### Day 3.

#### Module 3 Financial Management & Facilities Maintenance

- Financial Statements, Audits, Income Taxes, and Investments—Lesson 1
- Collecting Levies—Lesson 2
- Budgets and Sinking Fund—Lesson 3
- Maintenance (Lesson 4)

Review of the three days of learning and an on-line multiple choice questions exam.