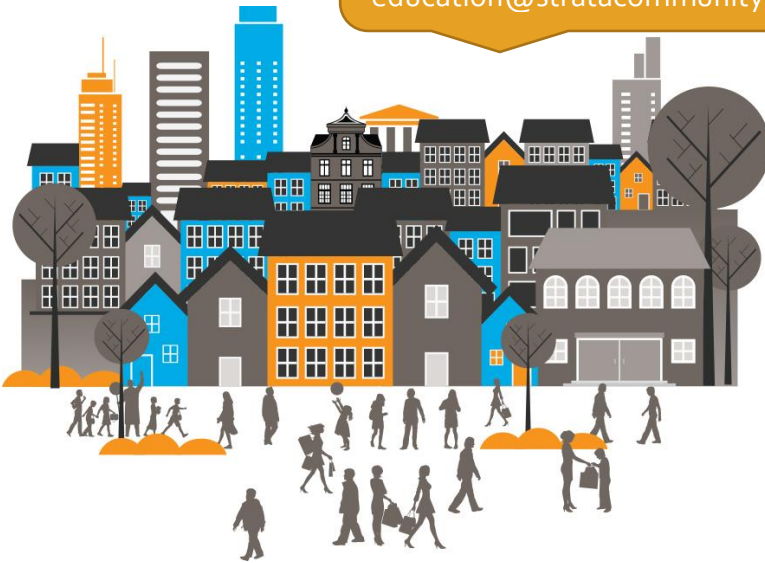




Interested in becoming SCA trainer?
Register your interest to
education@stratacommunity.org.au



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

This comprehensive National strata community management course provides a detailed overview of the Australian Strata Community Industry. The course will provide service providers a unique insight into the workings of a dynamic growth industry. The A100 is the perfect introduction to the industry for newcomers and will be a great refresher for experienced members of the industry.

Attendance at the 3 Day course will provide you with a 400 page participant manual that is filled with many time saving tips and templates for working with Strata Managers, Lot Owners, Committees and other industry specialists.

**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

ABN: 15 151 156 357

Register your interest:
education@stratacommunity.org.au

Topics Include

- Roles and responsibilities of managers, owners, committees
- Management ethics
- Developing, implementing and enforcing rules
- Organising and conducting committee meetings
- Preparing budgets and sinking funds
- Levy collection policies and procedures
- Collecting delinquent payments
- Overview of financial statements, reporting methods and operations
- Evaluating risk management and insurance programs
- A guide on implementing maintenance programs
- Preparing request for quotes and tenders and identifying key contract provisions
- Recruiting, selecting and managing personnel
- Managing sustainable and developing communities

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

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 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.

FAQ

Why should I do the course? – The Strata Industry in Australia is one of the fastest growing industry segments.

The A100 course provides a solid base on which further industry education can be added to by the course participants and service providers to the industry.

Will the course be relevant for Service Providers? – The course content is designed to provide a detailed overview of all aspects of the Australian Strata industry.

Some learnings maybe outside of the scope of a participants specific needs, it is important that they understand how the industry operates from within.

What are the benefits of completing this course? – The A100 course will provide service providers the opportunity to:

- Participate in an industry leading learning program designed specifically for Strata
- Gain a better understanding of the industry sector
- Network with Strata Managers and build relationships during the course
- Gain the respect of Strata Managers for your commitment to the Strata Industry
- Promote the successful attainment of the A100 certificate on your email signatures

Participate in the industry's leading learning program designed specifically for the Strata Community Industry. A100 – Introduction to Strata Course – contact SCA National to secure your spot at education@stratacommunity.org.au.

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. By registering for the course it will be understood that you have agreed to this policy.