CAREER EXCEL ACADEMY (PTY) LTD

Offering

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Version 001

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CEA
CAREER EXCEL ACADEMY

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INTRODUCTION AND COMPANY BACKGROUND

The company, Construction Economic Association (Pty) Ltd, was registered on 26 September 2007 and renamed and registered under the name, Career Excel Academy (Pty) Ltd (CEA) on 14 August 2014. CEA is an experienced educational institution, having been involved in providing training, education, mentoring and research in the built environment for more than 15 years. CEA's unique training experience is offered particularly to adults working in the built environment.

CEA's main target market is working adults, however, not to the exclusion of others. Working adults experience more challenges to undertake career-enhancing education and training than other sections of the population, especially in the field of the built environment.

During November 2022 CEA was registered as a Private Higher Educational institution and is a proud member of the South African Private Higer Educational Association (SAPHE)

CEA's commitment to the highest quality teaching and learning ethos is strengthened by the fact that the senior academics involved in this institution have substantial higher education experience: Prof Hauptfleisch was Head Of The Department Of Construction Economics at The University Of Pretoria, Prof Basie Verster was the Head Of The Department of Quantity Surveying and Construction Management at the University of The Free State and Prof Chris Cloete was involved at Pretoria University's Build Environment Faculty for many years.

VISION AND MISSION

VISION

The institutions **vision** is to be a provider of the highest quality education and training, mainly to working adults, but not to the exclusion of other people and to undertake relevant research contributing to knowledge enhancement and career development.

MISSION

Our **mission** is to provide excellent multi-media open learning education and training programmes to students across South Africa in particular, as well as to candidates in Africa and other countries, in the built environment and other management disciplines, supported by research and the publication of handbooks and other supporting study material.

OPERATIONAL MODEL

The CEA operational model is as follows:

COLLABORATION WITH UNIVERSITIES, PRIVATE SECTOR PARTNERS AND TRADE ORGANISATIONS.

CEA enters into agreements with universities, private sector partners and trade organisations to undertake the collaborative presentation of learning programmes, conduct research and present conference papers. CEA acts as the management agent, contributing lecturers and securing top quality associates and lecturers as necessary. The universities contribute lecturers, undertake quality control, registration of programmes and certification of outcomes. Private sector partners and trade associations may also contribute lecturers, as well as other resources to present and/or facilitate training programmes.

RESEARCH AND PUBLICATION OF OUTCOMES.

CEA undertakes contract research work for clients and in support of own associated enterprises. Research is also done in collaboration with research institutions, other bodies and for public sector clients. The main focus is however shifting to training and education, with a research focus to create South African handbooks for our own use and distribution to other institution of higher education.

EXPANDING THE PRODUCT OFFING AS REGISTERED HIGHER EDUCATIONAL INSTITUTION.
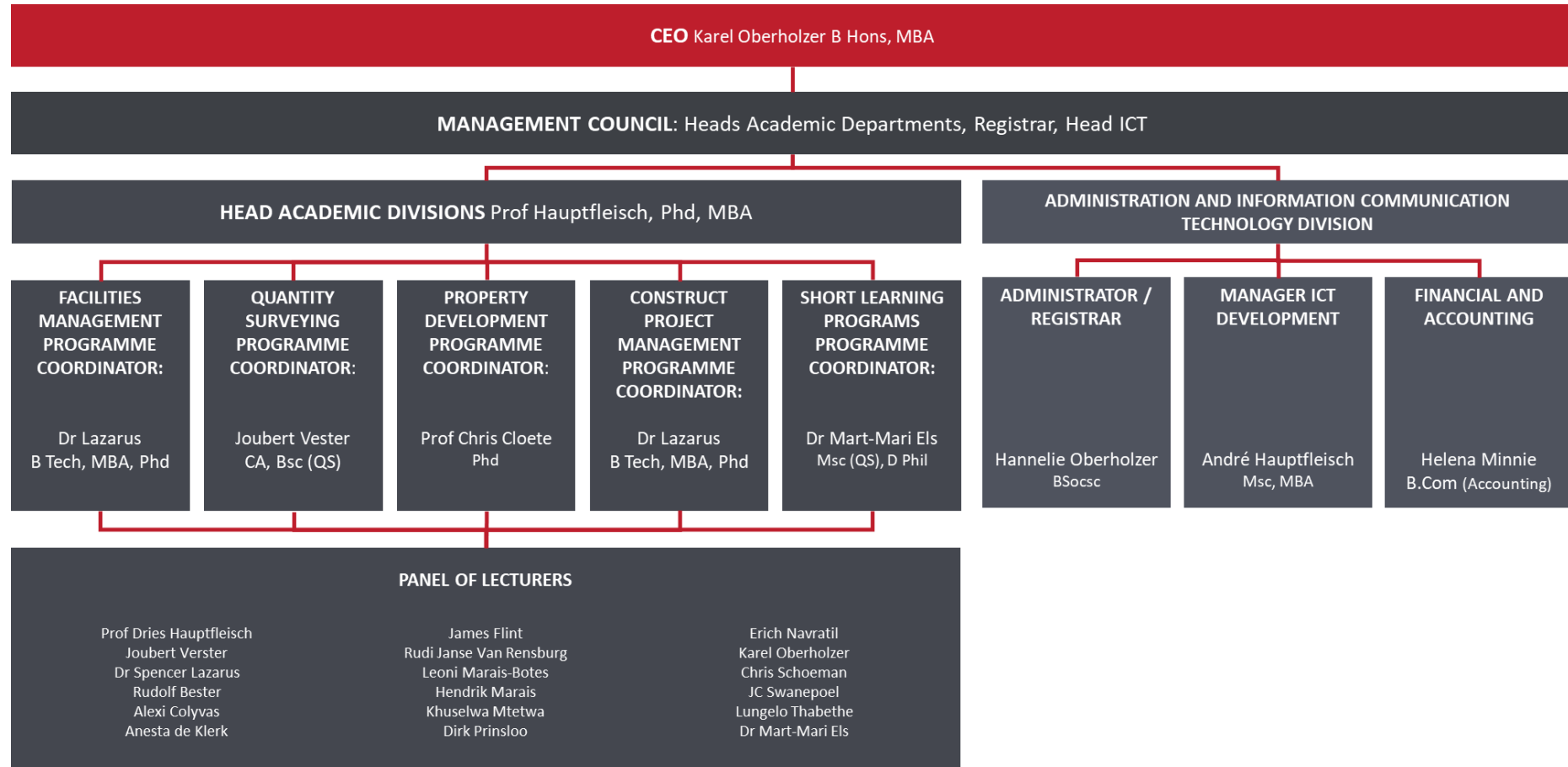
CEA is registered with the Council for Higher Education (CHE) as a Higher Private Education Institution. Successful registration empowers CEA to develop faster and roll-out its future adult education programmes to more disciplines in less time. CEA is able to self-accredit Short Learning Programmes, thus offering accredited programmes.

CRITICAL SUCCESS FACTORS

Prominent success factors of CEA include the following:

- CEA is an existing and experienced education company.
- The staff involved is particularly highly qualified and experienced.
- The Academy's main target market is working adults, but not to the exclusion of others.
- A multi-media open-learning model that has substantial reach providing a more economical opportunity to study for people locked into fixed careers in the disciplines we offer.
- The intention is to offer technical/business programmes that are in short supply, often avoided by service providers due to the specialist knowledge required (generic fields of study, which attract larger numbers, require less specialised lecturers).
- The availability of study material, particularly handbooks written by the institution, which are also prescribed by other higher education institutions.
- To establish an operational and risk profile that will not come under undue pressure after becoming an accredited private higher educational institution, based on the premise that CEA is well established and have been active in education and training for many years.

STRUCTURE AND RESOURCES OF THE ACADEMEY

CEO Karel Oberholzer B Hons, MBA

MANAGEMENT COUNCIL: Heads Academic Departments, Registrar, Head ICT

HEAD ACADEMIC DIVISIONS Prof Hauptfleisch, Phd, MBA					ADMINISTRATION AND INFORMATION COMMUNICATION TECHNOLOGY DIVISION		
FACILITIES MANAGEMENT PROGRAMME COORDINATOR: Dr Lazarus B Tech, MBA, Phd	**QUANTITY SURVEYING PROGRAMME COORDINATOR:** Joubert Vester CA, Bsc (QS)	**PROPERTY DEVELOPMENT PROGRAMME COORDINATOR:** Prof Chris Cloete Phd	**CONSTRUCT PROJECT MANAGEMENT PROGRAMME COORDINATOR:** Dr Lazarus B Tech, MBA, Phd	**SHORT LEARNING PROGRAMS PROGRAMME COORDINATOR:** Dr Mart-Mari Els Msc (QS), D Phil	**ADMINISTRATOR / REGISTRAR** Hannelie Oberholzer BSocsc	**MANAGER ICT DEVELOPMENT** André Hauptfleisch Msc, MBA	**FINANCIAL AND ACCOUNTING** Helena Minnie B.Com (Accounting)

PANEL OF LECTURERS

|		
Prof Dries Hauptfleisch	James Flint	Erich Navratil
Joubert Verster	Rudi Janse Van Rensburg	Karel Oberholzer
Dr Spencer Lazarus	Leoni Marais-Botes	Chris Schoeman
Rudolf Bester	Hendrik Marais	JC Swanepoel
Alexi Colyvas	Khuselwa Mtetwa	Lungelo Thabethe
Anesta de Klerk	Dirk Prinsloo	Dr Mart-Mari Els

STAFFING

CEA has extensive lecturing and administrative capacity to present training and education programmes. Permanent staff as well as highly qualified academics and professional practitioner associates are active in CEA programmes. The following are the present lecturers and administrative personnel:

- Karel Oberholzer: Managing Director and Lecturer (B Hons, MBA)
- Prof AC Hauptfleisch: Academic Advisor and Lecturer (BSc (Building Management), MBA, PhD)
- Hannelie Oberholzer Programme Administrator (BSocSc)
- Vicki Fourie Administrative Assistant (BBibl)
- Andre Hauptfleisch: IT Development Manager (B.Com Hons, MSc (cum laude), MBA)
- Prof Basie Verster: QS Practitioner & lecturer (MSc QS, PhD)
- Dr Spencer Lazarus: Facilities Management Consultant & lecturer (BTech, MBA, PhD)
- James Flint: OH&S Manager & lecturer (BA Hons (Environmental Science), MBA)
- Dr Jeremy Gibberd: Consultant & lecturer (BSc MSc Dip Arch, PrArch MIArch, CEA, PMP, PhD)
- Boipelo Makgorogo Legal Access Consulting and Labour Law Practitioner (LLB)
- Joubert Verster: QS Practitioner & lecturer (B. Accounting, BSc QS)
- Dirk Nico Prinsloo: Director & lecturer
- Rudolf Bester: Consulting Engineer & lecturer (BEng, PhD)
- Anesta de Klerk: Asset Management & lecturer (BTech)
- Lungelo Thabethe: Asset Management Consultant & lecturer (BSc (Electrical Engineering))
- JC Swanepoel: Business Development & lecturer (BSc Hons)
- Alexi Colyvas: Chartered Accountant & lecturer (B.Com Hons, CA, MCom)
- Leonie Marais-Botes: Heritage Practitioner & lecturer (BA Hons)
- Erich Navratil: Facilities Management Consultant & lecturer (General NDF)
- Chris Schoeman: Asset Management Specialist & lecturer (BSc QS)
- Dr Mart Mari Els senior lecturer (MSc QS, D Phil)

From a resourcing perspective the intention of CEA is to involve as many as possible lecturers with in-field experience and on a variable cost basis. In other words, only initially employ a core team on a permanent basis until higher student enrolments allow for more personnel to be acquired. It is crucial that individuals with practical experience assist in portraying real life examples and experience to the students learning experience.

PRODUCT OFFERING

The diagram below illustrates that the intention of CEA is to encapsulate the full built environment value chain from when land is acquired for development, through the land development processes, construction of a building up to a point where the building is demolished.
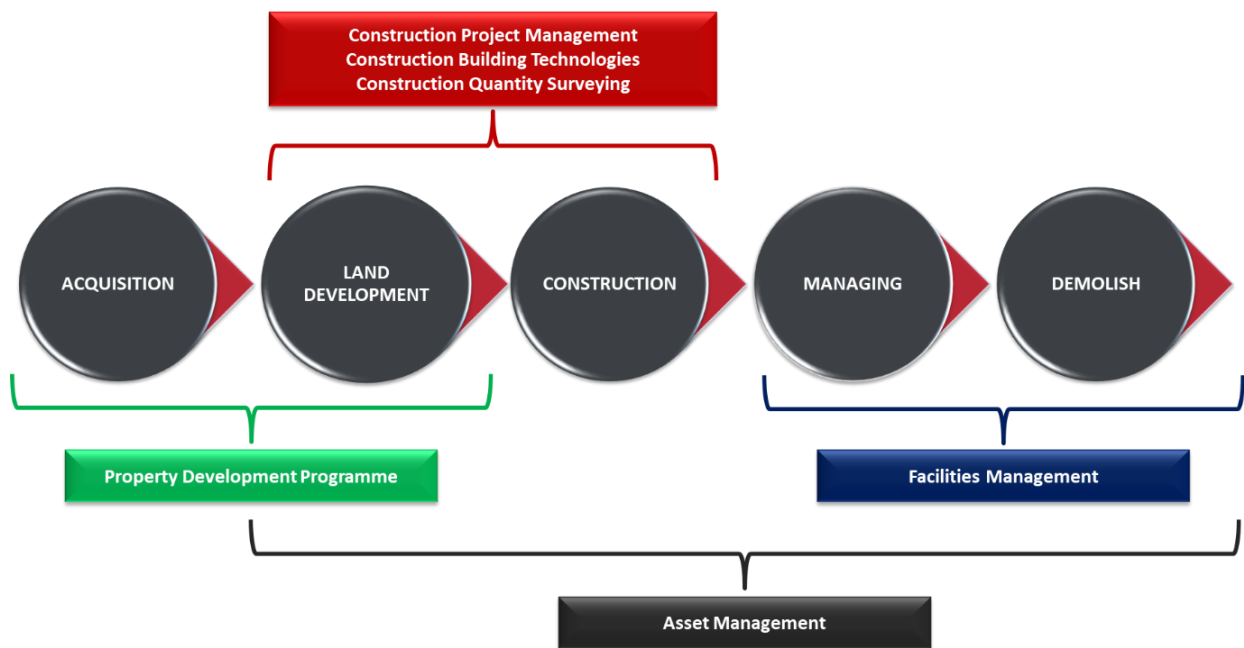
Courses are structured as follow:

- 5-day face to face short courses, with a self-study assignment to be handed in 3 months after the lecture sessions.
- Online short courses, where all the material is provided and a student have 4 months to hand in the required assignment. The material and course structure are the same as the 5-day face to face program.
- 1-year full time Higher Certificate (accredited by the Council for Higher Education) or Short Learning Programmes (programmes in the process of being accredited at the Council for Higher education). The same course could be presented over a 2-year part time period. These courses are designed to carry 120 credits which equates to 1200 study hours. A total of 20% of the study hours will be in the form of face to face, assessments, other interactive sessions and the balance in the form of self-study.
- Webinar sessions incorporating specific modules of the courses that is offered online to prospective organisational clients/students.

SHORT COURSE PROGRAMMES

The short Courses (SC) currently offered by CEA include:

- **FMP**: Facilities Management Programme
- **CPMP**: Construction Project Management Programme
- **PDP**: Property Development Programme
- **IAMP**: Immovable Asset Management Programme
- **CTP**: Construction Technology Programme

The table below indicates the core (related to each programme) and fundamental (programme specific) subjects per programme.

★ Denotes: to be placed on e-platform, if required, all other modules are available via the e-platform.

Module #	Existing Lecture Modules for All Short Courses (SC)	Modules Applicable to Each SC				
		FMP	CPMP	PDP	IAMP	CTP
1	FM: Programme structure	✓				
2	Fundamental Premise: Why we need to excel	✓	✓	✓	✓	✓
3	Built environment commercial terminology	✓	✓	✓	✓	✓
4	Structure of the built environment	✓	✓	✓	✓	✓
5	Managerial structuring, strategic management & business plans	✓	✓	✓	✓	
6	Intelligent buildings, energy efficiency & green buildings	✓	✓	✓	✓	✓
7	Passive environmental control in buildings	✓	✓	✓	✓	✓
8	Intro to FM body of knowledge	✓				
9	Space creation & management	✓				
10	Asset & property management	✓				
11	Property financial & tenant management	✓				
12	Property economics, budgets & life cycle costing	✓				
13	Facilities operational management, services & utilities	✓				
14	Operational FM, legal & managerial	✓				
15	Commercial & contract law in the property industry	✓	✓	✓	✓	
16	Cash flow projections	✓	✓	✓		
17	Feasibility studies & investment	✓	✓	✓		
18	Occupational health & safety	✓	✓	✓		
19	Professionalism, code of conduct & ethics	✓	✓	✓	✓	
20	Administration, information & communication technology	✓	✓			
21	FM: Computerisation demonstration	✓		✓		
22	BIM and FM	✓		✓		
23	SAPOA method for measuring floor areas	✓		✓		
24	Human resources	✓	✓			
25	Human resources legal environment	✓	✓			
26	Total quality management	✓	✓			
27	Risk management	✓	✓			
28	Communication	✓	✓			
29	Public private partnerships	✓	✓			
30	Regulatory environment & support	✓	✓			✓
31	Estimation of construction costs		✓	✓		
32	Tendering procedures		✓	✓		
33	Variation orders, interim certificates & final accounts		✓	✓		
34	Marketing & PR		✓	✓		
35	CPM: Programme structure		✓			
36	Intro to CPM body of knowledge		✓		✓	
37	Project Management		✓			
38	Construction contracts law		✓			

Module #	Existing Lecture Modules for All Short Courses (SC)	Modules Applicable to Each SC				
		FMP	CPMP	PDP	IAMP	CTP
39	Construction & Professional insurance		✓			
40	Procurement of construction materials		✓			
41	Utilisation of subcontractors		✓			
42	Site management, plant & equipment		✓			
43	Critical path analysis		✓			
44	PDP: Programme structure			✓		
45	Intro to properties as assets			✓		
46	Property development process			✓		
47	Property economics and management: Basic property aspects			✓		
48	Property economic indicators			✓		
49	Market analysis and investment process			✓		
50	Property and tenant management			✓		
51	Property marketing, benchmarking & trends			✓		
52	Property finance & risk			✓		
53	Scientific needs/Site specific analysis			✓		
54	Property market valuations			✓		
55	Time value of money			✓		
56	Property development implementation workshop			✓		
57	IAMP: Programme structure				✓ ★	
58	Introduction: Immovable Asset Management defined & contextualised				✓ ★	
59	Introduction to Asset Management Plans				✓ ★	
60	Immovable Asset Management Plans: Guidelines for users/custodians				✓ ★	
61	Linking strategy to service delivery requirements				✓ ★	
62	Determining the 'as is'				✓ ★	
63	Gap Analysis & recommendations to address the gap				✓ ★	
64	Asset Management Framework: Discerning between IAM, PM, FM, OM				✓ ★	
65	Immovable Asset Management Life Cycle Phases				✓ ★	
66	Immovable Asset Management Systems				✓ ★	
67	Immovable Asset Management in the national/provincial government context				✓ ★	
68	Legislative regime that guides IAM				✓ ★	
69	Definitions in use of the IAM field				✓ ★	
70	Heritage Management				✓ ★	
71	Developing a data migration plan				✓ ★	
72	The Immovable Asset Register: best practice & requirements				✓ ★	
73	Immovable Asset Register integration & updating				✓ ★	
74	IAM maturity matrix				✓ ★	
75	IAM practical application				✓ ★	
76	Property Development Process: Government perspective				✓ ★	

Module #	Existing Lecture Modules for All Short Courses (SC)	Modules Applicable to Each SC				
		FMP	CPMP	PDP	IAMP	CTP
77	Compiling audit plans for immovable assets				✓ ★	
78	Alignment with recognised accounting principles (GRAP)				✓ ★	
79	Asset Management in the National Treasury accounting context				✓ ★	
80	Operations management				✓ ★	
81	Data collection				✓ ★	
82	Performance Assessment of facilities				✓ ★	
83	Maintenance & Quality management & BIM				✓ ★	
84	CTP: Programme structure					✓ ★
85	Drafting practice & setting out					✓ ★
86	Soil mechanics & foundations					✓ ★
87	Construction Technology					✓ ★
88	Cement & concrete					✓ ★
89	Building components & finishes					✓ ★
90	Building services					✓ ★
91	Pest control in buildings					✓ ★
92	Condition assessments					✓ ★
93	Maintenance work					✓ ★
94	BIM & computerised maintenance management					✓ ★
95	Construction contract documentation					✓ ★

Pricing Model for the Short Courses

The table below depicts the 2024 pricing per E-Platform and Face to Face Programmes

Short Course	E-Platform		Face To Face	
	CEA	SAPOA	CEA	SAPOA
FM	R19 800.00	R17 600.00	R22 000.00	R19 800.00
CPMP	R19 800.00	R17 600.00	R22 000.00	R19 800.00
PDP	R19 800.00	R0.00	R22 000.00	R0.00
IAMP	NA	NA	R22 000.00	R0.00
CTP	NA	NA	R22 000.00	R19 800.00

Student enrolment forecasts is visible within the financial discussion section of this Business Case.

HIGHER CERTIFICATE AND ONE YEAR SHORT LEARNING PROGRAMMES

The accredited Higher Certificate programme that is currently being packaged for the market is:

- **Higher Certificate in Construction Quantity Surveying** at NQF Level 5 with 120 Credits.

1-year programmes designed to be accredited as Higher Certificate offerings include:

- **Facilities Management Programme**. The application for accreditation of this programme at the Council for Higher Education is awaiting final approval. Once approved it would also be at NQF Level 5 with 120 Credits.
- **Property Development Programme**. A re-submission for accreditation of the course will be submitted to the Council for Higher Education. Until accreditation is achieved the programme will be offered to potential students as a 1-year Short Learning Programme at 110 Credits.
- **Construction Project Management Programme**. A re-submission for accreditation of the course will be submitted to the Council for Higher Education. Until accreditation is achieved the programme will be offered to potential students as a 1-year Short Learning Programme at 110 Credits.

Typical Module and Theme Structure

The Table below depicts the Module structure for the Higher certificate programmes:

	Code	Semester Code	Name	Credits
Core	CQS	101	Construction Quantity Surveying	16
	CQS	102	Construction Quantity Surveying	16
	PDT	101	Property Development	16
	PDT	102	Property Development	16
	LSY	101	Land Surveying	16
	CNL	101	Construction Law	16
	FMT	101	Facilities Management	16
	FMT	102	Facilities Management	16
	PRL	101	Property Law	16
	CPM	101	Construction Project Management	16
	CPM	102	Construction Project Management	16
Fundamental	SBE	101	Structure of the Built Environment	8
	BCT	101	Basic Construction Technology	8
	BCT	102	Basic Construction Technology	8
	CML	101	Commercial Law	16
	CQS	101	Construction Quantity Surveying	16

The diagram below indicates how the Higher Certificate in Quantity Surveying is structured as an example of a typical 1-year programme:

HIGHER CERTIFICATE SUBJECTS/MODULES STRUCTURE: NQF LEVEL 5:120 CREDITS

	DISCIPLINE					CONSTRUCTION QUANTITY SURVEYING			
	ACADEMIC HEAD OF DISCIPLINE					Prof Basie Verster (JJPV)			
SUBJECT/MODULE									
CEA NR	* SUBJECT/ MODULE	SEMESTER CODE	** FUNDAMENTAL /CORE	CREDITS	HEAD	PRESCRIBED	PRE REQ SUBJ	***CREDIT S1/Y1	S2/Y2
1	SBE	101	F	8	ACH	x		8	
2	BCT	101	F	8	ACH	x		8	
3	BCT	102	F	8	ACH	x			8
4	CQS	101	F	16	JJPV	x		16	
5	CQS	102	C	16	JJPV	x	CQS101		16
6	PDT	101	C	16	ACH	x			16
7	LSY	101	C	16	ACH	x		16	
8	CML	101	F	16	JJPV	x		16	
9	CNL	101	C	16	JJPV	x	CML101		16
CREDITS/SEMESTER								64	56
TOTAL CREDITS								120	

* ABBREVIATIONS

1	SBE 101	Structure of the Built Environment
2	BCT 101	Basic Construction Technology
3	BCT 102	Basic Construction Technology
4	CQS 101	Construction Quantity Surveying
5	CQS 102	Construction Quantity Surveying
6	PDT 101	Property Development
7	LSY 101	Land Survey
8	CML 101	Commercial Law
9	CNL 101	Construction Law

** FUNDAMENTAL AND CORE SUBJECTS/MODULES

F — Fundamental
C — Core

*** CREDITS

Semesters: S1 and S2 refer to 1-year full time students;
Years: Y1 and Y2 refer to 2-year part time students

NOTE:

Electives are not available due to extensive Fundamental and Core subjects/modules required.

Each module then further comprises structured themes. The themes illustrated below refers to the Higher Certificate in Construction Quantity Surveying as an example of how a typical 1-year programme is structured.

	Modules and Themes		**Modules and Themes**
1	**SBE 101: Structure of the Built Environment**	**6**	**PDP 101: Property development**
1.1	A General Overview,	**6.1**	An introduction to commercial properties and investments,
1.2	Employers, Contractors and Subcontractors,	**6.2**	Property economics,
1.3	Professional Consultants and Others,	**6.3**	Fundamentals of property market evaluations,
1.4	Organisations in the Built Environment, and	**6.4**	The property development process,
1.5	Descriptive glossary of Built Environment terminology.	**6.5**	Market analysis practical examples,
		6.6	Residential, large scale and specialised developments,
2	**BCT 101: Basic Construction Technology**	**6.7**	Fundamentals of the property management function.
2.1	Drafting practice and setting out,		
2.2	Soil mechanics and foundations,	**7**	**LSY 101: Land Surveying**
2.3	Construction technology,	**7.1**	Land surveying instruments,
2.4	Cement and concrete,	**7.2**	Establishing contours,
2.5	Building components and finishes,	**7.3**	Measuring and calculating falls, and
2.6	Pest control in buildings, and	**7.4**	Horizontal and vertical setting out on construction projects.
2.7	Maintenance work.		
		8	**CML 101: Commercial Law**

	Modules and Themes		Modules and Themes
3	**BCT 102: Basic Construction Technology**	8.1	Introduction to Commercial Law, Classification of South Africa Law,
3.1	Building services,	8.2	Courts of Law, sources of law and legal authority,
3.1	Passive environmental control in buildings,	8.3	Town planning zoning: Legal aspects,
3.1	Intelligent buildings, energy efficiency and 'green technology,	8.4	Contract Law, contracts of sale and lease of property
3.1	Regulatory environment and support.	8.5	Financial intelligence, credit regulations and consumer protection.
4	**CQS 101: Construction Quantity Surveying**	9	**CNL 101: Construction Law**
4.1	Historical overview,	9.1	Introduction,
4.2	Quantity surveying roles and functions,	9.2	Rules for natural justice,
4.3	Bills of quantities,	9.3	Introduction and requirements for a binding contract: Elements of legal contracts,
4.4	Specification,	9.4	Results and functioning of contracts: Parties to a contract,
4.5	Estimating and cost control,	9.5	Liability to perform,
4.6	Tendering and adjudicating processes,	9.6	Termination of contracts,
4.7	Variations and final accounts,	9.7	Cancellation of a contract,
4.8	Check lists for the main sections of measuring,	9.8	Remedies on breach of contract,
4.9	Mensuration, and	9.9	Compensation for breach of contract,
4.10	Standard System of Measuring Building Work.	9.10	Delict,
		9.11	Building contract: Overview,
5	**CQS 102: Construction Quantity Surveying**	9.12	Agency,
5.1	Basic information on quantity surveying,	9.13	Contracts of suretyship,
5.2	Measurement of building work for projects,	9.14	Price in advanced building contracts,
5.3	Bills of quantities for a building project,	9.15	Cost reimbursements in building contracts,
5.4	Measurements of tiled roofs,	9.16	Multi procurement contracts,
5.5	Measurement of reinforced concrete,	9.17	Project and construction management contracts,
5.6	Measurement of bolted timber roof trusses,	9.18	Construction and interpretation contracts,
5.7	Measurement of structural steelwork,	9.19	The Joint Building Contract Committee (JBCC) Series 2000 set of documents: An example of model construction contracts,
5.8	Measurement of piling,	9.20	Table of cases
5.9	Measurement of alteration work,		
5.10	Measurement of electrical installations		
5.11	Measurement of air conditioning installations,		
5.12	Formulae, Steel Tables and Glass Sizes.		

Pricing Model for the Higer Certificate and Short Learning Programmes

The table below depicts the 2024 pricing per 1-year programmes.

Programme	Cost
Higer Certificate in Construction Quantity Surveying	R48 950.00

1-Year Short Learning Programme in Facilities Management	R45 500.00
1-Year Short Learning Programme in Property Development	R45 500.00
1-Year Short Learning Programme in Construction Quantity Surveying	R45 500.00

Student enrolment forecasts is visible within the financial discussion section of this Business Case.

CUSTOM PACKAGED TRAINING MODULES AND WEBINARS

Based on the various modules and themes displayed in the Short Course and Higer Certificate product offerings it is possible to structure customised programmes to companies requiring specific courses. This will enable the Academy to expand and broaden the delivery and to accommodate specific client needs.

CEA in association with SAPOA is in the process to design specific Webinar programmes to be hosted through their communication platforms.

Pricing Model

Pricing will be structured on a request-by-request basis in direct relation to the modules required.

HANDBOOKS, PROGRAMME FILES AND STUDY GUIDES

BOOKS

CEA presently publishes/distributes the following handbooks nationally with some going internationally (mainly Africa). Those handbooks are available in hard copy, some soon to be available electronically:

- Basic Construction Technology, ISBN: 978-0-620-64532-4

- Structure of the Built Environment in South Africa, ISBN: 978-0-620-77645-5

- Principles and Practice of Construction and Project Management, ISBN: 978-0-620-67907-7

- Facilities Management Practice, ISBN: 978-0-620-69903-7

- Built Environment Commercial Terminology: A Descriptive Glossary, ISBN: 978-0-620-78266-1

CEA will continue to develop, facilitate and distribute handbooks covering subject matter contained in our educational programmes.

PROGRAMME AND SUBJECT/MODULE FILES

For each programme and subject/module presented an extensive programme/subject/module file that contains the relevant study material is provided to each delegate.

STUDY GUIDES

For semester and year subjects/modules a practical and user-friendly study guide is made available to candidates for each subject/module to ensure that they study successfully as open distance learning students. Short Learning Programme outcomes are inter alia measured by 'Knowledge Gained Assessments' and assignments where applicable.

CONCLUDING REMARKS

CEA is well structured and resourced to deliver superior quality learning outcomes in collaboration with universities, other Higher Education Institutions, private sector partners, trade and professional associations or on its own.