



**20<sup>TH</sup> -22<sup>ND</sup> FEBRUARY 2018**

# **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, support staff and is an essential review for experienced managers. As a participant you will have access to a 400 page manual on - line 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 professional accreditation.

**BRISBANE, QLD**

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

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

**MODULE 2:  
STRATA COMMUNITY  
MANAGEMENT &  
LEADERSHIP**

**MODULE 3:  
FINANCIAL & FACILITY  
MANAGEMENT**

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

## **STRATA COMMUNITY ASSOCIATION**

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

Register your interest:  
[education@strata.community](mailto:education@strata.community)

## The Course Assessment

- On-line 60 multiple choice question for completion in the classroom at the end of the course on day 3.
- Plus 60 multiple choice questions to be completed outside of the class room within 2 days of the completion of the course
- Assessment site: [www.eknowledgebank.com.au](http://www.eknowledgebank.com.au)
- You will receive a password prior to the commencement of the course which will provide you with access to the assessment site plus access to the online course manual material for the next 12 months
- Certificate of Achievement
- The A100 is the commencement of the SCA Accreditation pathway for all new entrant wanting accreditation.

## 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@strata.community](mailto:education@strata.community). 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 Strata Community Associations

### Day 2.

#### Module 2: Strata Community Management & Leadership

### Day 3.

#### Module 3: Financial Management & Facilities Maintenance

- Review of the three days of learning & an on-line multiple choice question assessment.

**Date:** Tuesday 20<sup>th</sup> February to Thursday 22<sup>nd</sup> February 2018

**RSVP:** Friday 9<sup>th</sup> February 2018 by 5.00pm

**Venue:** Allianz – 324 Queen Street Brisbane

**Time:** 9.00am – 3.00pm each day, you are required to remain in the classroom on day 3 to complete part 1 of the assessment questions. The remaining assessment questions must be completed outside of the classroom within 2 days from the completion of the course.

- The A100 is a prerequisite for new entrants to the SCA national Accreditation pathway.

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

**Email:** [education@strata.community](mailto:education@strata.community)

Materials Provided:

- Hard copy of A100 manual for reference during the course
- Copy of power point presentation for note taking
- Subject related handouts
- Morning tea & Lunch daily

### Materials to bring to class

- BYO Pens /pencils
- Laptop with own internet connection if you wish to access the online course information
- Best format for on line assessment connection is Google Chrome

