

DISTANCE LEARNING

Introduction to Owners Corporation Management

The introduction to Owners Corporation Management distance learning package provides the opportunity to learn the important aspects of owners corporation management at your own pace.

When purchasing this package you receive 12 DVD's and associated notes, and a copy of the legislation governing owners corporations.

Course Objective

Provide people interested in entering owners corporation management industry an opportunity to learn all the vital aspects of owners corporation management at their own pace.

Who should purchase this package?

Anyone interested in working as an owners corporation manager.

DVD Topics Include

| | |
|---|--------------------------------------|
| The "Basics" of OCM | Essential Safety Measures |
| Developing Reviewing & Assessing Strata Plans | The Process of Repairs & Maintenance |
| Disputes (Part 10) & Debt Recovery | Accounting for Owners Corporations |
| Owners Corporations Certificates | Insurance Workshop |
| OH &S | Common Property Defects |
| Legal & Ethical Obligations | Tax & Owners Corporations |

Written Material Included

- Notes accompanying each DVD
- Owners Corporations Act 2006
- Owners Corporations Regulations 2007
- Subdivisions Act 1988
- **Extra Assistance**

Cost

| | |
|------------------|----------------------|
| Members \$525.00 | Non Members \$600.00 |
| | |

Introduction to Owners Corporation Management

ORDER FORM – TAX INVOICE

This document becomes a tax invoice for GST when payment is received. ABN 91 066 558 592

Registration Details

Name: _____

Company: _____

Address: _____

Suburb: _____

Business Telephone: _____ Fax: _____

Email: _____

| | Rate inc GST | No | Total |
|-------------------|-----------------|----------------------|-------|
| OCV Member | \$525.00 | | |
| Non Member | \$600.00 | | |
| | | Total Inc GST | |

*Non members wishing to join SCA (Vic) and pay the member rate must send a completed application form with this order.

Join SCA (Vic) now and pay the member rate. SCA (Vic) memberships commence at \$100.00*

PAYMENT OPTIONS

Orders will not be accepted without payment

Direct Deposit

Macquarie Bank, BSB: 183 334

Account Number 2456 55691

Amount: _____

Date of Transfer: ____ / ____ / ____

Or

Credit Card (Visa & MasterCard only)

Card Number _____ Expiry Date ____ / ____

Name on Card _____

Signature _____

Order form to be sent to:

Strata Community Australia (Vic)

Anne Stevens

Carringbush Business Centre, Suite 106/134-136 Cambridge Street, Collingwood 3066.

Fax: 03 9416 4788

Email: anne.stevens@stratacommunity.org.au

*SCA (Vic) has strict membership categories and guidelines. If considering purchasing a membership please consider what membership is appropriate for your situation. Further details available at www.stratacommunity.org.au or contact Membership Coordinator on Anne.Stevens@stratacommunity.org.au or ph 03 9416 4688 Ext 6