



**Career Excel
Academy**

Higher Education

IN ASSOCIATION WITH NPA

5 DAY CERTIFICATE PROGRAMME

Facilities Management
Construction Project Management
Immovable Asset Management
Property Development



**Career Excel
Academy**

Higher Education



THE ASSOCIATION OF THE NAMIBIAN
PROPERTY INDUSTRY (NPA)

2026

PRESENTATION

NQF5

1st year University level

LOCATION

Windhoek, Namibia

FORMAT

5 day face to face
classroom attendance

DATES & DURATION

3-7 August 2026

19-23 October 2026

2-6 November 2026

PROGRAMME FEES

R 19 900

NPA Members: R 17 950

5 DAY CERTIFICATE PROGRAMME

WINDHOEK, NAMIBIA

FACILITIES MANAGEMENT

OBJECTIVE

To equip students with a knowledge base suitable for structuring and executing a facilities management strategy

DAILY SCHEDULE

(Monday Registration 7:30-8:30)

08:15 - 10:45	1	Lecture Session 1	2 hrs
10:15 - 10:30		Refreshments	
10:30 - 12:30	2	Lecture Session 2	2 hrs
12:30 - 13:15		Lunch	
13:15 - 14:45	3	Lecture Session 3	1.5 hrs
14:45 - 15:00		Refreshments	
15:00 - 16:30	4	Lecture Session 4	1.5 hrs

OUTCOME

Delegates will be able to produce an assignment that can be used as a framework to compile their own instruction manual for facilities management practice. This can be developed into a workplace manual and the practical application of knowledge that promotes excellence in how to get the job done.



NOTE

Delegates will be required to do preparatory reading work in the evenings in order to enhance class & group discussions.

CLASS TOPICS

MONDAY

1. Programme Structure Overview
2. Fundamental Premise: Why We Need To Excel In South Africa (World Economic Forum)
3. Built Environment Commercial Terminology
Incl. Practical Examples & Exercises
4. Structure Of The Built Environment
5. Professionalism, Code Of Conduct & Ethics
6. Managerial Structuring, Strategic Management, And Business Plans
7. Human Resources

TUESDAY

1. Human Resources Legal Environment
2. Intelligent Buildings, Energy Efficiency & 'Green' Technology
3. Passive Environmental Control In Buildings
4. Occupational Health & Safety, & Environmental Management
5. Regulatory Environment And Support

5 DAY CERTIFICATE PROGRAMME

WINDHOEK, NAMIBIA

WEDNESDAY

1. Introduction To Facilities Management Body Of Knowledge (FMBOK)
2. Facilities Operational Management, Services, & Utilities
3. Commercial And Contracts Law In The Property Industry
4. Property Economics, Budgets, & Life Cycle Costing
5. Feasibility Studies & Investment

THURSDAY

1. Asset & Property Management
2. Property Financial & Tenant Management
3. Total Quality Management
4. Risk Management
5. Communication
6. Marketing & Public Relations

FRIDAY

1. Computerisation Demonstration & Building Information Modelling
2. Operational Facilities Management; Legal & Managerial
3. Public Private Partnerships
4. Stakeholder Engagement
5. Strategic Goal Alignment
6. Practice Assignment Discussion
7. Evaluations
8. Knowledge Gained Survey and Lecturer & Course Evaluations

ASSESSMENT

Assignment **80%**

Knowledge Gained:
A Survey **20%**

Groupwork Activities

Class Discussions
& Presentations

Quiz & Case Study

Reflection

5 DAY CERTIFICATE PROGRAMME

WINDHOEK, NAMIBIA

CONSTRUCTION PROJECT MANAGEMENT

OBJECTIVE

To provide students with a thorough understanding of construction project management and the application thereof in the built environment. To cover the proven generic areas of project management and to introduce students to built environment CPM applications

DAILY SCHEDULE

(Monday Registration 7:30-8:30)

08:15 - 10:45	1	Lecture Session 1	2 hrs
10:15 - 10:30		Refreshments	
10:30 - 12:30	2	Lecture Session 2	2 hrs
12:30 - 13:15		Lunch	
13:15 - 14:45	3	Lecture Session 3	1.5 hrs
14:45 - 15:00		Refreshments	
15:00 - 16:30	4	Lecture Session 4	1.5 hrs

OUTCOME

Delegates will be able to produce an assignment that can be used as a framework to compile their own instruction manual for construction project management practice. This can be developed into a workplace manual and the practical application of knowledge that promotes excellence in how to get the job done.



NOTE

Delegates will be required to do preparatory reading work in the evenings in order to enhance class & group discussions.

CLASS TOPICS

MONDAY

1. Programme Structure Overview
2. Fundamental Premise: Why We Need To Excel In South Africa (World Economic Forum)
3. Built Environment Commercial Terminology
Incl. Practical Examples & Exercises
4. Structure Of The Built Environment
5. Professionalism, Code Of Conduct & Ethics
6. Managerial Structuring, Strategic Management, And Business Plans
7. Human Resources

TUESDAY

1. Human Resources Legal Environment
2. Intelligent Buildings, Energy Efficiency & 'Green' Technology
3. Passive Environmental Control In Buildings
4. Occupational Health & Safety, & Environmental Management
5. Regulatory Environment And Support

5 DAY CERTIFICATE PROGRAMME

WINDHOEK, NAMIBIA

WEDNESDAY

1. Introduction To Construction Project Management Body Of Knowledge (PMBOK)
2. Project Management
3. Project Pro Computer Application Demonstration
4. Commercial And Contracts Law In The Property Industry
5. Property Economics, Budgets, & Life Cycle Costing
6. Feasibility Studies And Investment

THURSDAY

1. Construction Contracts Law
2. Construction And Professional Insurance
3. Estimation Of Construction Costs
4. Tendering Procedures
5. Variation Orders, Interim Certificates & Final Accounts
6. Cashflow Projections
7. Procurement Of Construction Materials
8. Utilisation Of Subcontractors
9. Site Management, Plant & Equipment

FRIDAY

1. Time Value of Money
2. Risk Management
3. Total Quality Managements
4. Property & Tenant Management
5. Public Private Partnerships
6. Stakeholder Engagement
7. Strategic Goal Alignment & Predictive Maintenance
8. Practice Assignment Discussion
9. Evaluations
10. Knowledge Gained Survey and Lecturer & Course Evaluations

ASSESSMENT

Assignment	80%
Knowledge Gained: A Survey	20%
Groupwork Activities	
Class Discussions & Presentations	
Quiz & Case Study	
Reflection	

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WINDHOEK, NAMIBIA

IMMOVABLE ASSET MANAGEMENT

OBJECTIVE

To equip delegates with strategic, technical, and operational skills needed for effective asset, property, & facilities management within the built environment. There is focus on sustainable practices, risk management, and adherence to legal and regulatory frameworks.

DAILY SCHEDULE

(Monday Registration 7:30–8:30)

08:15 – 10:45	1	Lecture Session 1	2 hrs
10:15 – 10:30		Refreshments	
10:30 – 12:30	2	Lecture Session 2	2 hrs
12:30 – 13:15		Lunch	
13:15 – 14:45	3	Lecture Session 3	1.5 hrs
14:45 – 15:00		Refreshments	
15:00 – 16:30	4	Lecture Session 4	1.5 hrs

OUTCOME

Delegates will have an enhanced understanding of asset and lifecycle management, have strategic knowledge of the built environment and property development. They will also be proficient in asset data & information management, & risk & performance management in asset management. They should be able to develop an IAM practice guide that details the required knowledge of IAM and take up a position as an immovable asset manager, or allied positions, or as service providers



NOTE

Delegates will be required to do preparatory reading work in the evenings in order to enhance class & group discussions.

CLASS TOPICS

MONDAY

1. Programme Structure Overview
2. Fundamental Premise: Why We Need To Excel In South Africa (World Economic Forum)
3. Built Environment Commercial Terminology *Incl. Practical Examples & Exercises*
4. Structure Of The Built Environment
5. Introduction To Asset Management Frameworks
6. Legislative And Best Practice Framework
7. Asset Data And Information

TUESDAY

1. Asset Lifecycle Accounting And Management
2. Heritage Management

WEDNESDAY

1. Developing Data In A Migration Plan
2. Property Development Process *Government Perspective*
3. The Immovable Asset Register
4. Immovable Asset Management Maturity Matrix

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THURSDAY

1. Commercial & Contracts Law In The Property Industry
2. Construction & Professional Insurance
3. Estimation Of Construction Costs
4. Asset Risk Management
5. Asset Performance Management
6. GRAP Asset Accounting

ASSESSMENT

Assignment	80%
Knowledge Gained: A Survey	20%
Groupwork Activities	
Class Discussions & Presentations	
Quiz & Case Study	
Reflection	

FRIDAY

1. Computerisation demonstration
2. Operational Facilities Mangement, Legal & Managerial
3. Public Private Partnerships
4. Stakeholder Engagement
5. Strategic Goal Alignment
6. Practice Assignment Discussion
7. Evaluations
8. Knowledge Gained Survey and Lecturer & Course Evaluations



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THE ASSOCIATION OF THE NAMIBIAN
PROPERTY INDUSTRY (NPA)

CAREER EXCEL ACADEMY (PTY) LTD. Company no. 2015/155336/07.
Provisionally registered as a Private Higher Education Institution.
Registration Certificate No. 2022/HE07/004. Directors: KJ Oberholzer, R van der Walt.

PROPERTY DEVELOPMENT

OBJECTIVE

To introduce candidates to core property development concepts such as land development, green building, feasibility studies, cashflows, financial calculations, development finance, property law, health and safety, and marketing, while building a strong foundation in investment analysis and property management to support informed decision-making and effective industry participation.

* NOTE

Delegates will be required to do preparatory reading work in the evenings in order to enhance class & group discussions.

CLASS TOPICS

MONDAY

1. Programme Structure Overview
2. Fundamental Premise: Why We Need To Excel In South Africa (World Economic Forum)
3. Built Environment Commercial Terminology
Incl. Practical Examples & Exercises
4. Structure Of The Built Environment
5. Professionalism, Code Of Conduct & Ethics
6. Managerial Structuring, Strategic Management, And Business Plans
7. Introduction to Properties as Assets
8. Property Development Process Part I

OUTCOME

Delegates will gain a comprehensive understanding of the built environment, property development and land development processes, and be able to conduct feasibility studies, manage cashflows, value properties, apply financial calculations, and understand finance, sustainability, legal requirements, and property marketing.

DAILY SCHEDULE

(Monday Registration 7:30-8:30)

08:15 - 10:45	1	Lecture Session 1	2 hrs
10:15 - 10:30		Refreshments	
10:30 - 12:30	2	Lecture Session 2	2 hrs
12:30 - 13:15		Lunch	
13:15 - 14:45	3	Lecture Session 3	1.5 hrs
14:45 - 15:00		Refreshments	
15:00 - 16:30	4	Lecture Session 4	1.5 hrs

TUESDAY

1. Scientific Needs/Site Specific Analysis
2. Market Analysis & investment process
3. Occupational Health & Safety
4. Intelligent buildings, energy efficiency & 'green' technology
5. Passive Environmental control in buildings
6. Property market valuations

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WINDHOEK, NAMIBIA

WEDNESDAY

1. Property Economics And Management: Basic Property Industry
2. Property Economic Indicators
3. Property Marketing, Benchmarking & Trends
4. Property Finance And Risk
5. Commercial & Contracts Law In The Property Industry
6. Property Economics, Budgets, & Life Cycle Costing
7. & Life Cycle Costing
8. Feasibility Studies & Investment

THURSDAY

1. Property Development Implementation Workshop Part 1
2. Estimation Of Construction Costs
3. Tendering Procedures
4. Variation Orders, Interim Certificates & Final Accounts
5. Cashflow Projections
6. Property Development Implementation Workshop Part 2

FRIDAY

1. Property & Tenant Management
2. Property Development Process Part 2
3. Time Value of Money
4. Practice Assignment Discussion
5. Evaluations
6. Knowledge Gained Survey and Lecturer & Course Evaluations

ASSESSMENT

Assignment	80%
Knowledge Gained: A Survey	20%
Groupwork Activities	
Class Discussions & Presentations	
Quiz & Case Study	
Reflection	

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Course Leads



MR. KAREL OBERHOLZER

Karel obtained an honours degree in Urban Geography from the University of the Orange Free State and an MBA from the Potchefstroom University Business School. He started his career at FNB's branch and ATM network planning division. Over the span of 14 years at the Bank Karel worked at various departments and divisions gaining valuable analytical, project management and general business experience.

He ended his career at the Bank, heading the advanced analytics and data modelling department. From June 2007 Karel was heading the ECE Project Developments Company, a subsidiary of a property syndication and investment business, providing programme and project management services to both the property development and information technology environments.

Karel was appointed as Senior Project Manager at Calgro M3 in January 2009 where he was responsible for various residential housing developments spanning across different market segments over the entire property development life cycle and value chain. This included mid to high income residential development, retirement estate as well as fully integrated housing projects requiring Government funding.

Karel started a property development and project management consulting company, named O5 Projects during the course of 2018. In addition to the consulting company Karel took up full time employment at the Bigen Group (Engineering Consulting) at the end of 2019 till July 2022, as senior property development manager. From August 2022 Karel became part owner and director of the Innovative Consolidated Group, a holding company with various subsidiaries including a steel construction company, educational institution, property development company and other.



PROF. CHRIS CLOETE

Chris Cloete was Professor at the Department of Construction Economics, University of Pretoria from 1989, where he also held the endowed SACSC Chair in Shopping Centre Studies (2016-2020). He was appointed as HOD (Property Development) at Career Excel Academy (CEA) in 2023.

He studied at the University of Pretoria, Oxford University (England) and at UNISA. Simultaneous with completing a PhD in Chemistry in 1973 he completed a BA(Hons) (Philosophy, cum laude), and later also did a MBL (1982) and a BTh in 1993 (both awarded cum laude).

At university he had been chairman of the Men's residence Mopane, Chris Cloete was Professor at the Department of Construction Economics, University of Pretoria from 1989, where he also held the endowed SACSC Chair in Shopping Centre Studies (2016-2020). He was appointed as HOD (Property Development) at Career Excel Academy (CEA) in 2023.

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He studied at the University of Pretoria, Oxford University (England) and at UNISA. Simultaneous with completing a PhD in Chemistry in 1973 he completed a BA(Hons) (Philosophy, cum laude), and later also did a MBL (1982) and a BTh in 1993 (both awarded cum laude).

At university he had been chairman of the Men's residence Mopane, member of the Students Representative Council, and National President of the University Science Students Association of South Africa. He received Dux Colours for Leadership in 1971.

He has been a part-time lecturer in chemistry at UP (1971-72), senior scientist at the CSIR as coordinator in the National Programme for Environmental Sciences (1975-1979), property development manager at a construction company (1980-1985) and managing director of a project management company (1985-1989). He was responsible for the development and/or marketing of a number of residential schemes and retirement villages, an office block and the first sectional title medical centre in South Africa. He has consulted widely for a number of clients in the private as well as public sector.

He joined the University of Pretoria in 1990 and developed the first MSc (Real Estate) degree in South Africa. He is past Chairman of the SA Property Education Committee, past national councillor of the SA Property Owners' Association and past president of the Institute of Property Practitioners of SA.

He is author or co-author of more than 150 papers in peer-reviewed academic journals and national and international conference proceedings and is the author or editor of 11 books on property. He has been study leader for about 100 MSc mini-dissertations, study leader or co-study leader for 6 PhD theses and external examiner at a number of South African universities

He is course leader for a large number of regular adult educational courses in real estate. These courses have been attended by more than 10 000 delegates over the past 30 years and have also been presented in Botswana, Namibia, Nigeria, Ghana, Tunisia and India. He developed the curricula for a number of courses offered by SAPOA and the SA Council of Shopping Centres. He reviewed the Property Unit Standards on request of the Services SETA (2003) and served on the Working Group for development of Unit Standards for Social Housing. He served on the SGB for Quantity Surveyors), was chairman of Property Domain Champions committee and also served as deputy chairman of the Working Group for the Municipal Valuers Qualifications. He was co-recipient of a R3,26 million 3-year NRF research grant on the resilience of cities and has been a C3 rated NRF researcher.

He has received a number of professional and academic awards, including post-graduate bursaries by the University of Pretoria, the Industrial Development Corporation of SA (one of 5 awards on a national basis), the British Council Fellowship for South Africa (taken up at the University of Oxford, UK 1973-1975, an Outstanding Academic Achiever award at the University of Pretoria, twice an Award for Innovation in Education at the University of Pretoria and the first Honorary Life Membership of the SA Council for Shopping Centres. In 2005 he was named a Fellow of the Royal Institution of Chartered Surveyors (RICS) as Eminent Member (the first in Africa).

5 DAY CERTIFICATE PROGRAMME

WINDHOEK, NAMIBIA

Contact Details

CAREER EXCEL ACADEMY

Main Campus:

CMA Office and Conference Centre
(Pty) LTD 2nd Read,
Halfway House,
Midrand, 1685

Centurion Office:

140 Bauhinia Street,
Highveld Techno Park,
Centurion, 0169



www.cea.ac.za



info@cea.ac.za



012 884 0198 / 084 946 8033

THE ASSOCIATION OF THE NAMIBIAN PROPERTY INDUSTRY

Main Office:

Maerua Mall
15 Jan Jonker St
Southern Industrial Area
Windhoek



www.npa.com.na



info@npa.com.na



+264 61 432 3201



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