

## **Course Profile**

### **Estates Management Officer**

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| <b>Duration</b>        | 1 day   |
| <b>Prerequisites</b>   | Delegates wishing to attend this course should have successfully completed the following training: <ul style="list-style-type: none"><li>▪ Introduction to <i>UNI-form</i> v7 with Spatial</li></ul>                                    |
| <b>Target Audience</b> | Estates Management Officers   |
| <b>Objective</b>       | By the end of this course you will be able to: <ul style="list-style-type: none"><li>▪ Correctly use the main features of the <i>UNI-form</i> Estates Management module</li></ul>   |
| <b>Contents</b>        | <ul style="list-style-type: none"><li>- Property Ownership /Assets</li><li>- Acquisitions &amp; Disposals</li><li>- Leases and Assignments</li><li>- Overview of Property Maintenance</li><li>- Viewing EM records in Spatial</li></ul> |

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