

## **Course Profile Estates Management**

---

<b>Duration</b>	2 days
<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 Administration Staff and System Supervisors
<b>Objectives</b>	By the end of this course you will be able to: <ul style="list-style-type: none"><li>▪ Correctly use the features of the <i>UNI-form</i> Estates Management module</li><li>▪ Successfully use the <i>UNI-form</i> Estates Management to link and progress Acquisitions, Disposals, Ownership/Asset, Valuations, Leases/Assignments and Work Orders to show a structured Estates Management System</li></ul>
<b>Contents</b>	<ul style="list-style-type: none"><li>- Acquisitions &amp; Disposals</li><li>- Property Ownership/ Asset</li><li>- Valuations and Comparables</li><li>- Leases and Assignments</li><li>- Overview of Property Maintenance</li><li>- Using Spatial within EM</li></ul>

---