

**The Specification of Competency Standards (SCS) (Second Version) for Property Management Industry
Comparison Table for the New and Revised Units of Competency Standards (UoCs)**

Functional Area	Main Item	QF Level	Name of UoCs	No. of UoCs	QF Credits	Revision Details
Management of the Environment of a Property	Security Management & Service	Level 2	Carry out guarding, inspection and operational works	110410L2	2 credits	This UoC originates from PMZZEM201A in the first version of SCS, which content has been revised
		Level 3	Lead security and guarding subordinates to carry out security, guarding, inspection, and related risk assessment duties	110411L3	3 credits	This UoC originates from PMZZEM301A in the first version of SCS, which content has been revised
		Level 4	Undertake the management of security operation, risk management and planning for improvement	110412L4	6 credits	This UoC originates from PMZZEM401A in the first version of SCS, which content has been revised
		Level 5	Formulate and plan the security operations and improvement on risk and safety management	110413L5	6 credits	This UoC originates from PMZZEM501A in the first version of SCS, which content has been revised
		Level 6	Devise and set up the structure of security services and continuously improve the provision of security services of the company	110414L6	6 credits	This UoC originates from PMZZEM601A in the first version of SCS, which content has been revised
		Crisis & Emergency Handling	Level 1	Have knowledge on emergency situations	110415L1	2 credits
	Level 2		Handle emergency situations following prescribed steps	110416L2	2 credits	This UoC originates from PMZZEM202A in the first version of SCS, which content has been revised
	Level 3		Supervise subordinates in handling hazardous and emergency cases	110417L3	3 credits	This UoC originates from PMZZEM302A in the first version of SCS, which content has been revised
	Level 4		Manage the crisis and emergency situations	110418L4	3 credits	This UoC originates from PMZZEM402A in the first version of SCS, which content has been revised
	Level 5		Formulate and evaluate the crisis management and emergency handling measures	110419L5	6 credits	This UoC originates from PMZZEM502A in the first version of SCS, which content has been revised
	Level 6		Devise and continuously improve the crisis management policy	110420L6	6 credits	New UoC
	Safe Environment	Level 1	Have knowledge on the safe environment of a property	110421L1	1 credit	This UoC originates from PMZZEM103A in the first version of SCS, which content has been revised
		Level 2	Carry out the safe environment measures of a property	110422L2	2 credits	This UoC originates from PMZZEM203A in the first version of SCS, which content has been revised
		Level 3	Supervise subordinates to Carry out the safe environment measures of a property	110423L3	3 credits	This UoC originates from PMZZEM303A in the first version of SCS, which content has been revised
		Level 4	Train subordinates to carry out the safe environment measures and promote awareness of keeping the building environment safe	110424L4	3 credits	This UoC originates from PMZZEM403A in the first version of SCS, which content has been revised
		Level 5	Formulate and maintain a sound system and effective measures on the safety of the environment	110425L5	6 credits	This UoC originates from PMZZEM503A in the first version of SCS, which content has been revised
		Level 6	Devise and continuously improve the safe environment policy	110426L6	6 credits	New UoC
	Control on Cleanliness	Level 1	Carry out basic cleaning, garbage handling and pest control works	110427L1	1 credit	This UoC originates from PMZZEM104A in the first version of SCS, which content has been revised
		Level 2	Carry out works on cleanliness, pest control and safety measures	110428L2	1 credit	This UoC originates from PMZZEM204A in the first version of SCS, which content has been revised
		Level 3	Supervise subordinates to carry out works of control on cleanliness and pest, prevention of spread of diseases, and safety measures	110429L3	3 credits	This UoC originates from PMZZEM304A in the first version of SCS, which content has been revised
		Level 4	Monitor and improve the conditions of cleanliness and management of risk	110430L4	3 credits	This UoC originates from PMZZEM404A in the first version of SCS, which content has been revised
		Level 5	Plan as a whole on the control on cleanliness and risk management	110431L5	3 credits	This UoC originates from PMZZEM504A in the first version of SCS, which content has been revised
	Arboriculture & horticulture - beautify, cultivation & caring	Level 1	Carry out basic planting and cultivation works	110432L1	1 credit	This UoC originates from PMZZEM105A in the first version of SCS, which content has been revised
		Level 2	Carry out various planting, cultivation, beautification, safety, conservation and documentary works	110433L2	2 credits	This UoC originates from PMZZEM205A in the first version of SCS, which content has been revised
Level 3		Supervise subordinates to carry out various arboriculture and horticulture works, beautification, caring, safety and documentary works	110434L3	3 credits	This UoC originates from PMZZEM305A in the first version of SCS, which content has been revised	
Level 4		Monitor the caring, safety and management of arboriculture and horticulture works	110435L4	6 credits	This UoC originates from PMZZEM405A in the first version of SCS, which content has been revised	
Level 5		Plan and coordinate as a whole the overall caring, safety and management of arboriculture and horticulture works	110436L5	6 credits	This UoC originates from PMZZEM505A in the first version of SCS, which content has been revised	
Control on Private Road & Carpark	Level 1	Carry out daily works on carpark and private road	110437L1	1 credit	New UoC	

	Level 2	Carry out works on private road and carpark control	110438L2	1 credit	This UoC originates from PMZZEM206A in the first version of SCS and splits into 110438L2 and 110442L2	
	Level 3	Supervise subordinates to carry out works on private road and carpark control	110439L3	2 credits	This UoC originates from PMZZEM306A in the first version of SCS and splits into 110439L3 and 110443L3	
	Level 4	Monitor and manage the works on private road and carpark control, and improve the conditions	110440L4	3 credits	This UoC originates from PMZZEM406A in the first version of SCS and splits into 110440L4 and 110444L4	
	Level 5	Plan as a whole on private road and carpark control, and improvement	110441L5	3 credits	This UoC originates from PMZZEM506A in the first version of SCS and splits into 110441L5 and 110445L5	
Environmental Protection	Level 2	Carry out environmental protection works	110442L2	1 credit	New UoC. This UoC originates from PMZZEM206A in the first version of SCS and splits into 110438L2 and 110442L2	
	Level 3	Supervise subordinates to carry out environmental protection works	110443L3	2 credits	New UoC. This UoC originates from PMZZEM306A in the first version of SCS and splits into 110439L3 and 110443L3	
	Level 4	Monitor and manage environmental protections works and improve the conditions	110444L4	3 credits	New UoC. This UoC originates from PMZZEM406A in the first version of SCS and splits into 110440L4 and 110444L4	
	Level 5	Plan as a whole the environmental protection works and improve the management	110445L5	3 credits	New UoC. This UoC originates from PMZZEM506A in the first version of SCS and splits into 110441L5 and 110445L5	
	Level 6	Plan on environmental protection and management policy	110446L6	6 credits	This UoC originates from PMZZEM602A in the first version of SCS, which content has been revised	
Management of Outsourcing	Level 2	Check and follow up the service procedures and conditions of the service contractors	110447L2	2 credits	New UoC	
	Level 3	Supervise the service contractors to carry out the contract and performance pledge	110448L3	2 credits	New UoC	
	Level 4	Manage the service contractors and monitor the service quality	110449L4	3 credits	New UoC	
	Level 5	Formulate the outsourcing contracts, performance pledge, quality assessment and management plan	110450L5	6 credits	New UoC	
	Level 6	Devise the system for management of service contractors, quality enhancement and the management policy	110451L6	6 credits	New UoC	
Repair, Maintenance & Improvement of a Property	Daily & Periodic Maintenance	Level 1	Report damages and irregular conditions of a property and follow up on the works order	110452L1	2 credits	This UoC originates from PMZZBM101A in the first version of SCS, which content has been revised
		Level 2	Carry out general repair and maintenance works	110453L2	2 credits	This UoC originates from PMZZBM201A in the first version of SCS, which content has been revised
		Level 2	Carry out general carpentry and ironmongery repair and maintenance works	110454L2	2 credits	This UoC originates from PMZZBM202A in the first version of SCS, which content has been revised
		Level 2	Carry out general concrete repair and maintenance works	110455L2	2 credits	This UoC originates from PMZZBM203A in the first version of SCS, which content has been revised
		Level 3	Organize and check the repair and maintenance works of the building, building facilities and services	110456L3	3 credits	This UoC originates from PMZZBM301A in the first version of SCS, which content has been revised
		Level 4	Manage the operational repair and maintenance works of the building, building facilities and services	110457L4	6 credits	This UoC originates from PMZZBM401A in the first version of SCS, which content has been revised
		Level 5	Plan and manage the repair and maintenance works of the building, building facilities and services	110458L5	6 credits	This UoC originates from PMZZBM501A in the first version of SCS, which content has been revised
		Level 6	Plan on the technicality of the repair and maintenance of the building, building facilities and services	110459L6	6 credits	This UoC originates from PMZZBM601A in the first version of SCS, which content has been revised
	Improvement & Enhancement of System & Installations	Level 2	Collect basic information on improvement and enhancement items on building, building facilities and services	110460L2	2 credits	This UoC originates from PMZZBM204A in the first version of SCS, which content has been revised
		Level 3	Provide initial views on improvements and enhancements to the state of a building, building facilities and services	110461L3	3 credits	This UoC originates from PMZZBM302A in the first version of SCS, which content has been revised
		Level 4	Pursue improvement and enhancement plans on building, building facilities and services, and energy efficiency	110462L4	6 credits	This UoC originates from PMZZBM402A in the first version of SCS, which content has been revised
		Level 5	Formulate and pursue feasible plans on improvements and enhancements to building, building facilities and services, and energy efficiency	110463L5	6 credits	This UoC originates from PMZZBM502A in the first version of SCS, which content has been revised
		Level 6	Formulate and plan as a whole the continuously improvements and enhancements of the building, building services and facilities	110464L6	6 credits	New UoC
		Level 7	Develop strategically and sustainably the building, building facilities and services, and devise market analysis and benchmarking	110465L7	6 credits	New UoC
Purchasing / Outsourcing	Level 1	Support contractors in carrying out repair, maintenance and construction works according to instructions	110466L1	1 credit	This UoC originates from PMZZBM102A in the first version of SCS, which content has been revised	
	Level 2	Purchase materials and support the process of repair, maintenance and construction works by contractors according to instructions	110467L2	2 credits	This UoC originates from PMZZBM205A in the first version of SCS, which content has been revised	

		Level 3	Check and accept materials upon delivery and follow up on the process and quality control of repair, maintenance and construction works of contractors	110468L3	2 credits	This UoC originates from PMZZBM303A in the first version of SCS, which content has been revised
		Level 4	Manage purchasing and outsourcing, and the process and quality of repair, maintenance, and construction works	110469L4	3 credits	This UoC originates from PMZZBM403A in the first version of SCS, which content has been revised
		Level 5	Formulate and plan as a whole the purchasing and outsourcing of repair, maintenance and construction works, and the quality management	110470L5	6 credits	This UoC originates from PMZZBM503A in the first version of SCS, which content has been revised
		Level 6	Devise the purchasing, outsourcing of repair, maintenance and construction works, assessment scheme and quality control system	110471L6	6 credits	New UoC
Property Management Services for Owners, Tenants & the Community	Management Services & Communication	Level 1	Carry out daily frontline property management services for owners, tenants and customers	110472L1	1 credit	This UoC originates from PMZZOS101A in the first version of SCS, which content has been revised
		Level 2	Handle enquiries and complaints	110473L2	1 credit	This UoC originates from PMZZOS201A in the first version of SCS, which content has been revised
		Level 3	Supervise and arrange frontline management services for owners, tenants and customers	110474L3	2 credits	This UoC originates from PMZZOS301A in the first version of SCS, which content has been revised
		Level 4	Coordinate with owners, tenants and customers on property management work	110475L4	3 credits	This UoC originates from PMZZOS401A in the first version of SCS, which content has been revised
		Level 5	Assist owners or tenants in formation of owners' or tenants' organisation and handle property management work in concerted efforts	110476L5	6 credits	This UoC originates from PMZZOS501A in the first version of SCS, which content has been revised
		Level 6	Represent owners or tenants in external liaison and formulate management strategies	110477L6	6 credits	This UoC originates from PMZZOS601A in the first version of SCS, which content has been revised
		Level 7	Strategic planning on the direction of community development and to fulfil obligations to the society	110478L7	6 credits	This UoC originates from PMZZOS701A in the first version of SCS, which content has been revised
	Records and Reports	Level 1	Know about records and reports	110479L1	1 credit	This UoC originates from PMZZOS102A in the first version of SCS, which content has been revised
		Level 2	Write incident report, keep record of management matters, dispatch and collect documents and maintain proper filing	110480L2	1 credit	This UoC originates from PMZZOS202A in the first version of SCS, which content has been revised
		Level 3	Verify and follow up on the records and reports	110481L3	3 credits	This UoC originates from PMZZOS302A in the first version of SCS, which content has been revised
		Level 4	Write management report, monitor the documentation and records	110482L4	3 credits	New UoC
	Owners' Meeting	Level 3	Arrange manpower and venue set-up for various types of meeting of owners, tenants and customers	110483L3	2 credits	This UoC originates from PMZZOS303A in the first version of SCS, which content has been revised
		Level 4	Arrange meetings for owners, tenants and customers	110484L4	6 credits	This UoC originates from PMZZOS402A in the first version of SCS, which content has been revised
		Level 5	Formulate standing orders and chair meetings	110485L5	6 credits	This UoC originates from PMZZOS502A in the first version of SCS, which content has been revised
	Insurance Arrangement & Risk Management	Level 3	Collect data for insurance claims	110486L3	2 credits	This UoC originates from PMZZOS304A in the first version of SCS, which content has been revised
		Level 4	Handle matters relating to insurance claims	110487L4	3 credits	This UoC originates from PMZZOS403A in the first version of SCS, which content has been revised
		Level 5	Devise and develop insurance coverage and terms of the policy	110488L5	3 credits	This UoC originates from PMZZOS503A in the first version of SCS, which content has been revised
		Level 6	Formulate risk management strategies	110489L6	6 credits	This UoC originates from PMZZOS602A in the first version of SCS, which content has been revised
	Quality Management	Level 3	Assist in carry out the procedure of quality assurance and accreditation	110490L3	2 credits	New UoC
		Level 4	Implement professional quality management and accreditation	110491L4	3 credits	This UoC originates from PMZZOS404A in the first version of SCS, which content has been revised
		Level 5	Formulate the procedure of quality management and plan on related accreditation scheme	110492L5	6 credits	This UoC originates from PMZZOS504A in the first version of SCS, which content has been revised
		Level 6	Devise the standard of quality management, plan on market analysis, benchmarking and analysis of customers' expectation	110493L6	6 credits	This UoC originates from PMZZOS603A in the first version of SCS, which content has been revised
		Level 7	Develop strategically the quality management system, market analysis and positioning	110494L7	6 credits	New UoC
	Shopping Centre, Cultural, Recreational & Community Activities	Level 2	Carry out preparatory work and provide services on shopping centre, cultural, recreational and community activities according to instructions	110495L2	1 credit	This UoC originates from PMZZOS203A in the first version of SCS, which content has been revised
		Level 3	Lead subordinates to prepare, promote and carry out activities in shopping centres and other cultural, recreational and community activities	110496L3	2 credits	This UoC originates from PMZZOS305A in the first version of SCS, which content has been revised
		Level 4	Master the skills in organizing and promoting shopping centre, cultural, recreational and community activities	110497L4	3 credits	This UoC originates from PMZZOS405A in the first version of SCS, which content has been revised

		Level 5	Devise and develop plans on shopping centre, cultural, recreational and community activities and value-added services	110498L5	6 credits	This UoC originates from PMZZOS505A in the first version of SCS, which content has been revised	
		Level 6	Plan as a whole and evaluate on shopping centre, cultural, recreational and community activities and value-added services	110499L6	6 credits	This UoC originates from PMZZOS604A in the first version of SCS, which content has been revised	
Pre-Management, Takeover & Handover		Level 2	Carry out steps on pre-management, property inspection, takeover and handover work according to instructions	110500L2	2 credits	This UoC originates from PMZZOS204A in the first version of SCS, which content has been revised	
		Level 3	Master the procedures and lead subordinates to carry out steps on pre-management, property inspection, handover and takeover work	110501L3	3 credits	This UoC originates from PMZZOS306A in the first version of SCS, which content has been revised	
		Level 4	Arrange pre-management work, manage the inspection, takeover and handover work of a building or a flat and follow up on reinstatement work	110502L4	6 credits	This UoC originates from PMZZOS406A in the first version of SCS, which content has been revised	
		Level 5	Plan as a whole on the tendering, pre-management, takeover and handover related matters	110503L5	6 credits	This UoC originates from PMZZOS506A in the first version of SCS, which content has been revised	
		Level 6	Master planning on tendering, pre-management, takeover and handover programme, and participate in drafting of the deed of mutual covenants	110504L6	6 credits	This UoC originates from PMZZOS605A in the first version of SCS, which content has been revised	
	Leasing		Level 2	Carry out lease management matters and enforce lease terms	110505L2	2 credits	This UoC originates from PMZZOS205A in the first version of SCS, which content has been revised
		Level 3	Lead subordinates in handling lease management matters and enforcement of lease terms	110506L3	3 credits	This UoC originates from PMZZOS307A in the first version of SCS, which content has been revised	
		Level 4	Handle lease management matters and liaise with tenants	110507L4	3 credits	This UoC originates from PMZZOS407A in the first version of SCS, which content has been revised	
		Level 5	Consolidate trade mix and manage leasing matters	110508L5	6 credits	This UoC originates from PMZZOS507A in the first version of SCS, which content has been revised	
		Level 6	Evaluate lease management standard, plan on leasing strategies, market analysis and positioning	110509L6	6 credits	This UoC originates from PMZZOS606A in the first version of SCS, which content has been revised	
Customer Services & Community Relations		Level 1	Carry out daily customer service duties	110510L1	1 credit	This UoC originates from PMZZHR103A in the first version of SCS, which content has been revised	
		Level 2	Communicate with customers, carry out duties in customer services and community relations	110511L2	1 credit	This UoC originates from PMZZHR204A in the first version of SCS, which content has been revised	
		Level 3	Lead subordinates to communicate with customers and carry out duties in customer services and community relations	110512L3	2 credits	This UoC originates from PMZZHR304A in the first version of SCS, which content has been revised	
		Level 4	Manage customer services, media and community relations	110513L4	3 credits	This UoC originates from PMZZHR404A in the first version of SCS, which content has been revised	
		Level 5	Plan on customer services management, promote community relations management, and relations with owners' organisation	110514L5	6 credits	This UoC originates from PMZZHR504A in the first version of SCS, which content has been revised	
		Level 6	Plan and develop strategies on customer services management, community relations management and promotion of services	110515L6	6 credits	New UoC	
Facility Management relating to a property	Club House, Cultural & Recreational Facility	Level 1	Know about club house, cultural and recreational facility	110516L1	1 credit	This UoC originates from PMZZFM101A in the first version of SCS, which content has been revised	
		Level 2	Inspect club house, cultural and recreational facility	110517L2	1 credit	This UoC originates from PMZZFM201A in the first version of SCS, which content has been revised	
		Level 3	Monitor the usage and set-up of club house, cultural and recreational facilities	110518L3	2 credits	This UoC originates from PMZZFM301A in the first version of SCS, which content has been revised	
		Level 4	Manage club house, cultural and recreational facilities	110519L4	3 credits	This UoC originates from PMZZFM401A in the first version of SCS, which content has been revised	
		Level 5	Plan the improvement and enhancement programme for club house, cultural and recreational facilities	110520L5	6 credits	This UoC originates from PMZZFM501A in the first version of SCS, which content has been revised	
		Level 2	Carry out liaison duties with customers, hold activities and enforce the rules of club house	110521L2	1 credit	New UoC	
		Level 3	Supervise subordinates to carry out liaison duties with customers, hold activities and enforce the house rules of club house	110522L3	3 credits	New UoC	
		Level 4	Manage the customer relations and activities of club house	110523L4	3 credits	New UoC	
		Level 5	Plan as a whole the customer relations and activities management, and determine the house rules and budget of club house	110524L5	3 credits	New UoC	
		Level 6	Devise and develop the customer relations, activities and finance management	110525L6	6 credits	New UoC	
	Shopping Centre, Industrial, Commercial & Other Premises		Level 1	Know about facilities of shopping centres and other types of premises including industrial and commercial building	110526L1	1 credit	This UoC originates from PMZZFM102A in the first version of SCS, which content has been revised
			Level 2	Inspect facilities of shopping centres and other premises including industrial and commercial buildings	110527L2	2 credits	This UoC originates from PMZZFM202A in the first version of SCS, which content has been revised

		Level 3	Inspect on the installation, operation and the use of facilities of shopping centre and other premises including commercial and industrial buildings	110528L3	3 credits	This UoC originates from PMZZFM302A in the first version of SCS, which content has been revised	
		Level 4	Manage the facilities of shopping centre and other premises including commercial and industrial buildings	110529L4	6 credits	This UoC originates from PMZZFM402A in the first version of SCS, which content has been revised	
		Level 5	Undertake asset assessment and facilities management of shopping centre and other premises including commercial and industrial buildings	110530L5	6 credits	This UoC originates from PMZZFM502A in the first version of SCS, which content has been revised	
		Level 6	Plan as a whole on the development of the asset and facilities of shopping centre and other premises including commercial and industrial buildings	110531L6	6 credits	This UoC originates from PMZZFM601A in the first version of SCS, which content has been revised	
		Level 7	Develop strategically and sustainably on the asset and facilities of shopping centre and other premises including commercial and industrial buildings	110532L7	6 credits	New UoC	
	Carpark & Loading Area	Level 1	Carry out carpark and loading area control measures	110533L1	1 credit	This UoC originates from PMZZFM103A in the first version of SCS, which content has been revised	
		Level 2	Handle incidents in carpark and loading area according to particular circumstances	110534L2	1 credit	This UoC originates from PMZZFM203A in the first version of SCS, which content has been revised	
		Level 3	Lead subordinates in carrying out carpark and loading area control work	110535L3	2 credits	This UoC originates from PMZZFM303A in the first version of SCS, which content has been revised	
		Level 4	Monitor the use of carpark and loading area	110536L4	3 credits	This UoC originates from PMZZFM403A in the first version of SCS, which content has been revised	
		Level 5	Plan as a whole the control measures of a carpark and a loading area	110537L5	3 credits	This UoC originates from PMZZFM503A in the first version of SCS, which content has been revised	
	Management of Space & Venue	Level 1	Know the rules on use of space and venues	110538L1	1 credit	New UoC	
		Level 2	Carry out the rules on use of space and venues	110539L2	1 credit	New UoC	
		Level 3	Verify the usage of space and venues, and supervise subordinates to carry out the rules on the use of space and venues	110540L3	2 credits	New UoC	
		Level 4	Manage the space and venues	110541L4	3 credits	New UoC	
		Level 5	Plan as a whole on the management of space and venues and set up the rules and procedures	110542L5	3 credits	New UoC	
		Level 6	Devise and develop the use of space and venue	110543L6	6 credits	New UoC	
	Application of Information Technology and Management of Smart Facility	Level 1	Know applications on building management and smart facilities	110544L1	1 credit	New UoC	
		Level 2	Execute and apply the proper software, applications, and operate the smart facilities	110545L2	2 credits	New UoC	
		Level 3	Supervise the subordinates to execute and apply the proper software, applications, and operate the smart facilities	110546L3	3 credits	New UoC	
		Level 4	Manage the application and update on information technology and manage the smart facilities	110547L4	6 credits	New UoC	
		Level 5	Plan on the application, update, and technicality of information technology and smart facilities management, and put forward the most advance technology	110548L5	6 credits	New UoC	
		Level 6	Devise and develop the information technology, the acquisition, update and application of smart facilities	110549L6	6 credits	New UoC	
Law in Practice relating to a Property	The Government & Legal System	Level 1	Know about government departments and public services organisations in relation to property management	110550L1	1 credit	This UoC originates from PMZZLW101A in the first version of SCS, which content has been revised	
		Level 2	Liaise with relevant government departments and public services organisations in dealing with general property management matters	110551L2	1 credit	This UoC originates from PMZZLW201A in the first version of SCS, which content has been revised	
		Level 3	Supervise subordinates to liaise with relevant organisations in dealing with property management issues	110552L3	3 credits	This UoC originates from PMZZLW301A in the first version of SCS, which content has been revised	
		Level 4	Master the jurisdictions in relation to property management cases in order to take legal actions on daily matters	110553L4	3 credits	This UoC originates from PMZZLW401A in the first version of SCS and splits into 110553L4 and 110561L4	
		Level 5	Be proficient in the judiciary in Hong Kong and have sufficient understanding in legal proceedings and arrangements of litigation or mediation in dealing with various cases	110554L5	6 credits	This UoC originates from PMZZLW501A in the first version of SCS and splits into 110554L5 and 110562L5	
		Level 6	Master the latest amendments in related legislations and submit views on draft bills	110555L6	6 credits	This UoC originates from PMZZLW601A in the first version of SCS, which content has been revised	
		Contractual Arrangement	Level 4	Draft specifications for property management services contract, and execute the contract	110556L4	3 credits	This UoC originates from PMZZLW402A in the first version of SCS, which content has been revised
	Level 5		Write service contract and determine the contract terms, and manage the execution of contract	110557L5	6 credits	This UoC originates from PMZZLW502A in the first version of SCS, which content has been revised	
	Level 6		Review the provisions of contracts and legal documents and provide suggestions	110558L6	6 credits	This UoC originates from PMZZLW602A in the first version of SCS, which content has been revised	
		Legal Services & Practices	Level 2	Know the basic legal knowledge on property management service industry	110559L2	1 credit	New UoC

		Level 3	Master and apply industry related legal knowledge	110560L3	3 credits	New UoC
		Level 4	Well-understand and apply industry related ordinances in property management services	110561L4	6 credits	New UoC. This UoC originates from PMZZLW401A in the first version of SCS and splits into 110553L4 and 110561L4
		Level 5	Well-familiar with the property management services related ordinances in order to plan on the management works and procedures	110562L5	6 credits	New UoC. This UoC originates from PMZZLW501A in the first version of SCS and splits into 110554L5 and 110562L5
	Licensing System	Level 4	Well-understand and follow-up on various types of licence, licence requirements, procedures, practices and code of conducts	110563L4	3 credits	New UoC
		Level 5	Well-familiar with various types of licence, licence requirements, procedures, practices and code of conducts, and regulate the enforcement	110564L5	6 credits	New UoC
Finance and Asset Management relating to a Property	Daily Income & Expenditure	Level 1	Carry out daily fee-collection duties as instructed	110565L1	1 credit	This UoC originates from PMZZFN101A in the first version of SCS, which content has been revised
		Level 2	Handle petty cash income and expenses according to instructions	110566L2	2 credits	This UoC originates from PMZZFN201A in the first version of SCS and splits into 110566L2 and 110570L2
		Level 3	Lead subordinates to handle petty cash income and expenses	110567L3	3 credits	This UoC originates from PMZZFN301A in the first version of SCS and splits into 110567L3 and 110571L3
		Level 4	Handle financial and leasing income and expenses, and the related statements	110568L4	3 credits	This UoC originates from PMZZFN401A in the first version of SCS and splits into 110568L4 and 110572L4
		Level 5	Monitor financial and leasing income and expenses	110569L5	6 credits	This UoC originates from PMZZFN501A in the first version of SCS and splits into 110569L5 and 110573L5
		Level 2	Follow up on outstanding payments according to instructions	110570L2	1 credit	New UoC. This UoC originates from PMZZFN201A in the first version of SCS and splits into 110566L2 and 110570L2
		Level 3	Lead subordinates to follow up on outstanding payments and carry out the procedures on claims	110571L3	2 credits	New UoC. This UoC originates from PMZZFN301A in the first version of SCS and splits into 110567L3 and 110571L3
		Level 4	Take legal actions against outstanding payments	110572L4	3 credits	New UoC. This UoC originates from PMZZFN401A in the first version of SCS and splits into 110568L4 and 110572L4
		Level 5	Plan on the control and procedures on handling outstanding payments	110573L5	3 credits	New UoC. This UoC originates from PMZZFN501A in the first version of SCS and splits into 110569L5 and 110573L5
	Asset Management & Financial Control	Level 4	Handle account statements, balance sheets and carry out asset management	110574L4	6 credits	This UoC originates from PMZZFN402A in the first version of SCS, which content has been revised
		Level 5	Formulate annual budget, arrange account audit and plan on asset management	110575L5	6 credits	This UoC originates from PMZZFN502A in the first version of SCS, which content has been revised
		Level 6	Verify and approve on expenditure items and budget, develop internal audit procedures and policy on asset management	110576L6	6 credits	This UoC originates from PMZZFN601A in the first version of SCS, which content has been revised
		Level 7	Plan on corporate finance and asset management, and carry out risk assessment	110577L7	6 credits	This UoC originates from PMZZFN701A in the first version of SCS, which content has been revised
	Procurement & Tendering	Level 3	Verify general procedures and documents on procurement	110578L3	3 credits	New UoC
		Level 4	Execute and monitor on the procurement and tendering matters	110579L4	3 credits	New UoC
		Level 5	Plan as a whole on the arrangements on procurement and tendering	110580L5	6 credits	New UoC
		Level 6	Devise and formulate procedures on procurement and tendering	110581L6	6 credits	New UoC
		Level 1	Carry out inventory works according to instruction	110582L1	1 credit	New UoC
	Inventory Control	Level 2	Handle inventory records and follow up on the inventory works	110583L2	1 credit	New UoC
		Level 3	Verify inventory records and monitor subordinates to carry out procedures on inventory works	110584L3	2 credits	New UoC
		Level 4	Execute the inventory control procedures	110585L4	3 credits	New UoC
		Level 5	Plan on the procedures and management of inventory control	110586L5	3 credits	New UoC
		Human Resources Management relating to a Property	Human Resources Planning, Recruitment & Training	Level 2	Know the duties of each post, manpower and training arrangement	110587L2
Level 3	Assign appropriate staff for different posts and shifts, induction and on-the-job training			110588L3	2 credits	This UoC originates from PMZZHR301A in the first version of SCS, which content has been revised
Level 4	Manage the manpower, training and performance appraisal within the property managed			110589L4	6 credits	This UoC originates from PMZZHR401A in the first version of SCS, which content has been revised
Level 5	Plan the overall human resources management, training and performance appraisal scheme			110590L5	6 credits	This UoC originates from PMZZHR501A in the first version of SCS, which content has been revised
Level 6	Devise and develop the overall human resources strategies			110591L6	6 credits	This UoC originates from PMZZHR601A in the first version of SCS, which content has been revised
Level 7	Develop strategically on the human assets			110592L7	6 credits	New UoC
Teamwork & Leadership	Level 1		Complete tasks by cooperation among a team	110593L1	1 credit	This UoC originates from PMZZHR101A in the first version of SCS, which content has been revised

	Level 2	Work in accord with colleagues	110594L2	1 credit	This UoC originates from PMZZHR202A in the first version of SCS, which content has been revised
	Level 3	Supervise the teams to complete tasks	110595L3	2 credits	This UoC originates from PMZZHR302A in the first version of SCS, which content has been revised
	Level 4	Lead the teams in the provision of quality services	110596L4	3 credits	This UoC originates from PMZZHR402A in the first version of SCS, which content has been revised
	Level 5	Formulate the plan on continuous improvement on the teams' services standard	110597L5	6 credits	This UoC originates from PMZZHR502A in the first version of SCS, which content has been revised
	Level 6	Devise the direction on team management and leadership	110598L6	6 credits	New UoC
Occupational Health & Safety	Level 1	Carry out daily duties in a safe manner	110599L1	1 credit	This UoC originates from PMZZHR102A in the first version of SCS, which content has been revised
	Level 2	Create a safe work environment	110600L2	2 credits	This UoC originates from PMZZHR203A in the first version of SCS, which content has been revised
	Level 3	Lead subordinates to carry out safety measures in work	110601L3	2 credits	This UoC originates from PMZZHR303A in the first version of SCS, which content has been revised
	Level 4	Manage risk assessment, occupational health and safety	110602L4	3 credits	This UoC originates from PMZZHR403A in the first version of SCS, which content has been revised
	Level 5	Formulate the standards and guidelines on occupational health and safety	110603L5	6 credits	This UoC originates from PMZZHR503A in the first version of SCS, which content has been revised