

Specification of Competency Standards
for the Property Management Industry
Unit of Competency

Functional Area - Property Management Services for Owners, Tenants & the Community

Title	Arrange manpower and venue set-up for various types of meeting of owners, tenants and customers
Code	110483L3
Range	Arrangement of owners/tenants and customers meeting, applicable to arrangement of meeting venue, crowd control, manpower according to the types of meeting of the owners corporation or customers
Level	3
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Familiar with various types of owners/tenants meeting</p> <ul style="list-style-type: none"> • Familiar with the nature, scale and participants of various types of meeting, including meetings of incorporated owners, owners committee and tenants' committee, etc. <p>2. Assist in arrangement of meeting</p> <ul style="list-style-type: none"> • Be able to assist in the preparation of various types of meetings, arrange manpower and prepare venue according to the scale of the meeting, such as set-up of venue, audio and visual system, tables and chairs, registration area, vote counting area, post up meeting information and preparation of materials, etc. • Be able to assist in handling all matters during the meeting, including verifying the identity and records of participants in the meeting, controlling the entrances and exits of the meeting venue, distributing information, maintaining the order of the meeting, assisting in vote counts and handling of unexpected incidents, etc. • Be able to arrange for the cleaning and restoration of the venue after the meeting
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be familiar with various types, nature, scale and participants of meetings; • Be able to assist in the preparation of various types of meetings effectively, arrange manpower and prepare venue set-up according to the scale of the meeting, and • Be able to assist in handling all matters during the meeting, mobilization of manpower and resources to support the meeting and dealing with unexpected incidents as needed.
Remark	