

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

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

Title	Master planning on tendering, pre-management, takeover and handover programme, and participate in drafting of the deed of mutual covenants
Code	110504L6
Range	Tendering and pre-management works, applicable to planning of direction and timelines of bidding tender and pre-management, and participating in drafting of deed of mutual covenant of the building
Level	6
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Integrate strategies of tendering and direction of management</p> <ul style="list-style-type: none"> <li>• Integrate strategies of bidding tender and market positioning in the property management market</li> <li>• Integrate direction of property management services and benchmarks</li> <li>• Integrate the provisions and restrictions of the deed of mutual covenant of the building</li> </ul> <p>2. Plan the strategies of tendering</p> <ul style="list-style-type: none"> <li>• Be able to integrate the corporate strategies and market positioning, criticize and plan the strategy for bidding tender of property management service contracts</li> <li>• Be able to integrate and allocate resources, take advantage of the strength to develop markets and promote services</li> </ul> <p>3. Plan the pre-management</p> <ul style="list-style-type: none"> <li>• Be able to advise on management arrangements on the development blueprint, and arrange regular meetings to discuss the arrangements with registered authorised person or project manager</li> <li>• Be able to plan the overall management policy, integrate and plan human resources, financial and technical resources, so that the pre-management work, takeover of property, handover of flat and future management services can meet the corporation's quality standards and market position</li> </ul> <p>4. Participate in drafting of deed of mutual covenant</p> <ul style="list-style-type: none"> <li>• Be able to maintain close contact with the developer's legal advisers and actively participate in the drafting of the deed of mutual covenant of the building in accordance with legislation, the Deed of Mutual Covenant Guidelines of the Lands Department and recent developments, in particular on matters such as the allocation of undivided shares, the allocation of management shares, the calculation of management fees, the responsibilities of managers and the rights and obligations of residents</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be able to integrate the strategies of bidding tender and market positioning in the property management market, the management direction and service benchmarks of the property, and the provisions and constraints of the deed of mutual covenant of the building;</li> <li>• Be able to integrate the corporate's strategy and market positioning, criticize and plan the strategy of bidding tender for property management service contracts, and use the strength to develop the market and promote services;</li> </ul>

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	<ul style="list-style-type: none"><li>• Be able to integrate the needs of building management operations, evaluate the impact of property development blueprint on future management works, and provide opinions on the planning with professional judgment;</li><li>• Be able to integrate and plan the overall management policy, integrate and plan the overall resources and make effective allocations, so that the management services can meet the corporate's quality standards and market position; and</li><li>• Be able to consolidate the latest government information on the approval of deed of mutual covenant of the building, assess its impact and provide professional advice on the relevant parts or provisions during the drafting of the deed of mutual covenant.</li></ul>
Remark	