

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

Functional Area - Facility Management relating to a Property

Title	Manage the space and venues
Code	110541L4
Range	Management of public or open spaces and venues, applicable to the management of the spaces and venues, collating data on use of spaces and venues
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Thoroughly understand spaces and venues</p> <ul style="list-style-type: none"> • Thoroughly understand the principles set out in the rules governing the use of public and open spaces, other spaces and venues (e. g. land lease or deed of mutual covenant of building) • Thoroughly understand the collection and collation methods for the occupancy, use and other information of public and open space, and venues <p>2. Perform management of spaces and venues</p> <ul style="list-style-type: none"> • Be able to manage the use of public and open spaces and venues, assess the enforcement of rules and violations (including the nature and number of cases) • Be able to manage venue users' requirements, make pre-arrangements and aftercare • Be able to manage subordinates and coordinate departments to deal with unexpected incidents or carry out special arrangements <p>3. Collect data</p> <ul style="list-style-type: none"> • Be able to collect opinions from owners or customers on public and open spaces, the use of other spaces and venues • Be able to collect and collate relevant information and data on the use of public and open spaces, other spaces and venues, including usage rate, use, revenue and expenditure, etc., analyse relevant data and follow-up results, and give advices to superiors on the use of spaces and venues
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to understand thoroughly the principles stipulated in the rules of public and open spaces, other spaces and venues, and be able to understand thoroughly the methods of collecting information on the use of spaces and venues and the use of data; • Be able to manage the use of spaces and venues, and assess the utilization of public and open spaces, other spaces and venues, manage venue users and departments, and manage subordinates in the arrangements for the use of venues, responding and handling of unexpected incidents; and • Be able to collect and collate user opinions and various information and data, effectively analyse and follow up the results, and make suggestions on the use of spaces and venues.
Remark	