

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

Functional Area - Facility Management relating to a Property

Title	Supervise the subordinates to execute and apply the proper software, applications, and operate the smart facilities
Code	110546L3
Range	Application of software or applications to perform duties in management of building and facilities, applicable to supervision of subordinates to perform and apply related software or applications to manage buildings, facilities and deliver services
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Familiar with the applications</p> <ul style="list-style-type: none"> • Be familiar with the software, applications and operating procedures commonly used in the management of buildings, facilities and smart facilities • Be familiar relevant procedures to provide response and follow-up after receiving alerting signals <p>2. Supervise and make use of software and applications</p> <ul style="list-style-type: none"> • Be able to supervise subordinates in performing their daily duties by operating appropriate applications or software to access information, input data and records, take photographs and archives, and operate smart facilities • Be able to supervise subordinates to follow procedures to release information or records to relevant departments and persons effectively, and make verification and follow-up to ensure that there are no omissions • Be able to respond to the alerting signals provided by the program and instruct subordinates to make appropriate responses and follow-up • Be able to supervise subordinates to ensure that the data will not be leaked
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be familiar with the common software, applications and operating procedures used in the management of buildings, facilities and smart facilities, and be familiar with the procedures to provide response and follow-up after receiving alerting signals; • Be able to supervise subordinates in the operation of appropriate applications or software, and operation of smart facilities, be able to effectively follow the procedures to deliver information or records to relevant departments and persons, and make verification and follow-up, and supervise subordinate in data protection; and • Be able to respond and follow up with appropriate instructions to subordinates in response to the alerts provided by the systems.
Remark	