

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

Functional Area - Law in Practice relating to a Property

Title	Well-understand and follow-up on various types of licence, licence requirements, procedures, practices and code of conducts
Code	110563L4
Range	Licence requirements of the property management industry, applicable to the compliance of general licence requirements, procedures, practices and codes of conduct of various types of licences in the provision of property management services
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Thoroughly understand licence requirements</p> <ul style="list-style-type: none"> • Be able to understand thoroughly the Property Management Services Ordinance, Property Management Services (Licensing and Related Matters) Regulations, relevant licences and requirements applicable to the property management industry, the code of practice and code of conduct <p>2. Follow up the requirements of licences</p> <ul style="list-style-type: none"> • Be able to understand thoroughly the Property Management Services Ordinance, Property Management Services (Licensing and Related Matters) Regulations, the relevant licences and requirements, code of practice and code of conduct applicable to the property management industry, including the requirements for the licence of property management practitioners, and be able to comply with the code of practice and code of conduct strictly when performing duties • Be able to understand the required licences and their requirements for various types of properties, such as club house licences, food or catering licences, swimming pool licences, construction noise permit, effluent discharge permit, etc., provide information upon request to make applications and renewals, and supervise relevant teams/departments and subordinates to ensure that the procedures and operations meet the licence requirements • Be able to follow the company's procedures for immediate follow-up and correction if receiving a notice of a breach of the licence requirements • Be able to follow up on the practical operations of various equipment or facilities in compliance with the latest licensing requirements or guidelines • Be able to arrange personal development or value-added in accordance with the latest requirements for the property management practitioner's licence, improve self-knowledge or skills, and meet the licence requirements
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to understand thoroughly the Building Management Ordinance, Property Management Services (Licensing and Related Matters) Regulations, relevant licences and requirements applicable to the property management industry, the code of practice and code of conduct; • Be able to strictly comply with the code of Practice and code of conduct for property management practitioners when performing duties; and • Be able to thoroughly understand the required licences and requirements for all types of properties and supervise the relevant departments and subordinates to ensure that the procedures and operations meet the licence requirements
Remark	