

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

Functional Area - Law in Practice relating to a Property

Title	Well-familiar with various types of licence, licence requirements, procedures, practices and code of conducts, and regulate the enforcement
Code	110564L5
Range	Licensing requirements for the property management industry, applicable to the regulation of various licence requirements, procedures, practices and codes of conduct in the provision of property management services
Level	5
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Proficient in licence requirement</p> <ul style="list-style-type: none"> • Be proficient in 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. Regulate the licence requirements</p> <ul style="list-style-type: none"> • Be proficient in the relevant licences and requirements, code of practice and code of conduct applicable to the property management industry, including the licence requirements of property management practitioners, be able to strictly comply with the code of practice and conduct when performing duties, and promote self-development and licensing of subordinates in proportion to the requirements, and supervise their conduct • Be able to grasp the required licences and their requirements for various types of properties, and regulate relevant teams/departments and subordinates to ensure that procedures and operations meet the licence requirements, including formulating various practical and operational guidelines, testing and evaluating the effectiveness to avoid breaches of licence requirements • Be able to liaise with the licensing department to clarify the licensing/renewal requirements and procedures, and plan as a whole on the various teams/departments to cooperate to increase the effectiveness • Be able to analyse the latest licence requirements or guidelines, and then improve the performance or practice of various equipment or facilities, or revise service procedures as needed • Be able to arrange personal development or value-added in accordance with the latest requirements for the property management practitioner's licence to enhance one's competency, knowledge or skills continuously to meet the licence requirements
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be proficient in the relevant licences and requirements, code of practices and codes of conduct applicable to the property management industry; • Be able to comply with the code of practice and code of conduct for property management practitioners strictly and to supervise the conduct of subordinates when performing duties; and • Be able to test and evaluate the operational procedures and effectiveness of various licence projects to avoid breaches of licence requirements, to analyse the latest licence requirements or guidelines, to improve equipment or to revise service procedures in order to meet licence requirements.

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Remark	
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