

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

Functional Area - Finance and Asset Management relating to a Property

Title	Carry out daily fee-collection duties as instructed
Code	110565L1
Range	Works of daily income and expenditure, applicable to frontline personnel in carrying out daily practice of fee collection and handling of petty cash
Level	1
Credit	1
Competency	<p>Performance Requirements</p> <p>1. Know the charges</p> <ul style="list-style-type: none"> <li>• Be able to know the charge amounts of general items and steps of collection</li> </ul> <p>2. Carry out daily collection of fees</p> <ul style="list-style-type: none"> <li>• Be able to collect daily charges and make appropriate records according to instructions and procedures</li> <li>• Be able to process the collection steps clearly and correctly according to the different payment methods requested by the customer, and provide the customer with a receipt or acknowledge of receipt</li> <li>• Be able to handle petty cash items as instructed and to make appropriate records</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be able to know the charge amounts of general items and steps of collection; and</li> <li>• Be able to collect fees and handle petty cash in accordance with procedures and instructions and make clear and accurate records.</li> </ul>
Remark	