

PROFESSIONAL DIPLOMA IN HOUSING MANAGEMENT CERTIFICATE IN PROPERTY MANAGEMENT

Introduction

Since 1968, we have been Hong Kong's leading provider of professional training in housing management. To date, about 6488 students have successfully completed the three-year Professional Diploma in Housing Management programme (formerly known as Diploma in Housing Management), which receives full recognition from the Hong Kong Institute of Housing and the Chartered Institute of Housing in the U.K. Starting from September 2012, the Professional Diploma programme has been recalibrated to QF Level 5.

In order to cater for the changing needs of society, we have been revising our curriculum and at the same time adopting a block building approach in providing housing management programmes. This is evidenced by the introduction, in September 2004, of the Certificate in Property Management. The programme by itself is a self-contained programme, but it also serves as an access to the Professional Diploma in Housing Management.

Holders of the Certificate in Property Management (formerly known as Advanced Certificate in Property Management), who have achieved good academic results, may be allowed direct entry to the Year 1 of the Professional Diploma in Housing Management programme.

To make housing education more accessible, no Entrance Test is set for the graduates of the Certificate in Property Management. We hope that this programme will provide more education opportunities to young practitioners in the housing field.

As the number of places in each programme is limited, selection is based on individual's academic merit.

For further information, please contact:

Ms. Enid Ng
Programme Director
HKU SPACE
11/F., Fortress Tower
250 King's Road, North Point
Hong Kong

Tel.: 2508 8819 / 2508 8820 / 2508 8805

CERTIFICATE IN PROPERTY MANAGEMENT

(formerly known as Advanced Certificate in Property Management)

Aims of the Programme

This programme aims to provide learners with a wide range of conceptual and practical knowledge and skills necessary in today's property management environments to meet their individual needs for career development as well as pursuit of higher-level professional housing education.

By the end of the programme, students will be able to

- play their appropriate job roles as frontline property management practitioners;
- employ lawful and proper standard of work behaviours in performing their day-to-day property management duties at the supervisory level;
- communicate effectively with clients;
- assist in successfully balancing residents / owners' demand with the requirements of sound property management practices; and
- reach an adequate understanding of the subject upon which their future study in the Professional Diploma in Housing Management programme should be based.

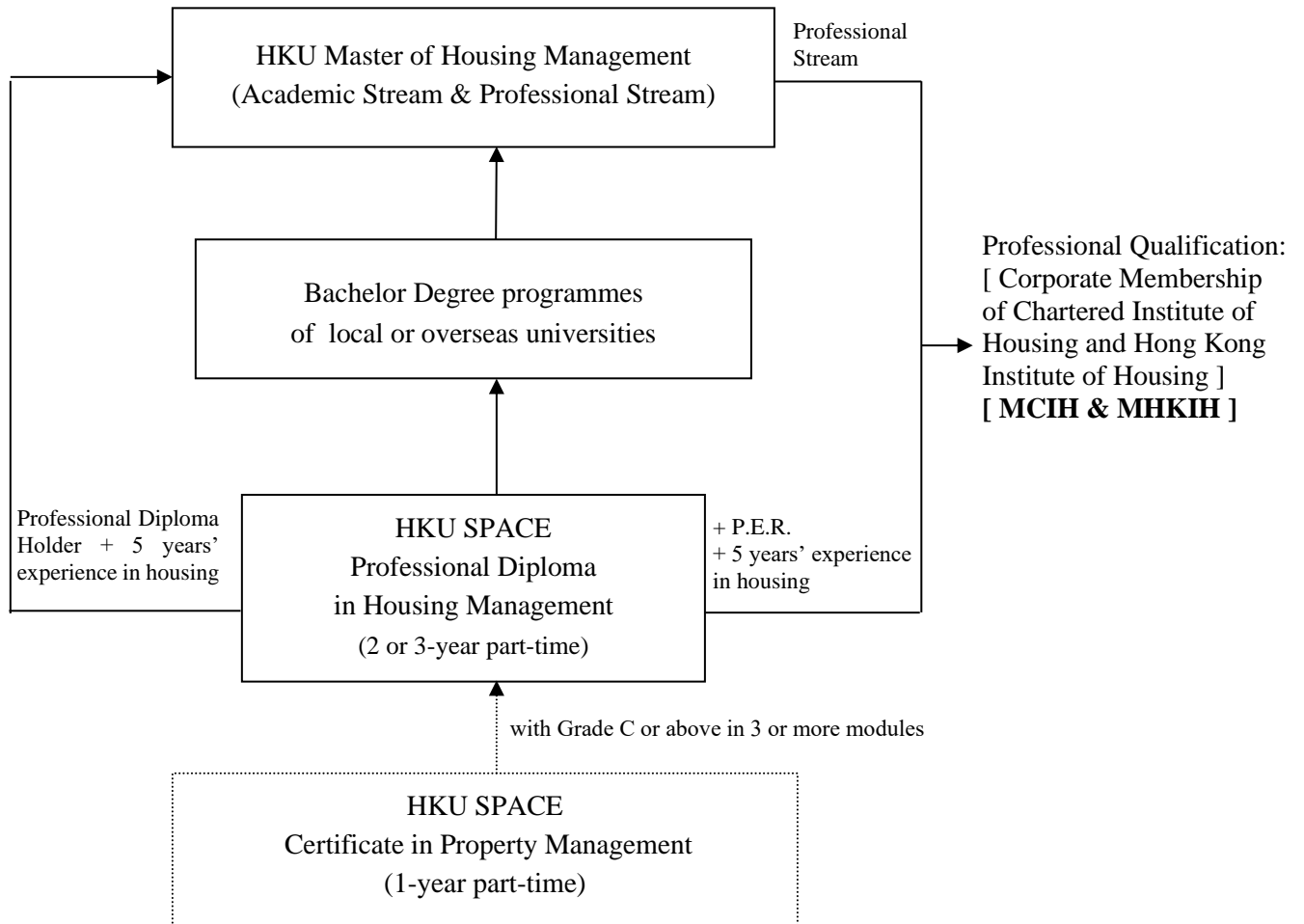
Awards and Articulation

Certificate in Property Management

Certificate in Property Management is awarded to candidates who complete all 6 modules and satisfy the examiners in accordance with the Rules and Regulations of the programme.

Graduates of the Certificate in Property Management, who have achieved good academic results with credit (grade C) or above in 3 or more modules, may be allowed direct entry to the Year I of the Professional Diploma in Housing Management programme, subject to the availability of the programme and places.

Progression Path of Housing Management Studies



Programme Structure

Certificate in Property Management is a one-year part-time programme. Students attend about three lecture sessions a week. Lectures are mostly held in the evenings and occasionally during weekends.

The programme consists of six modules:

| | |
|----------|---|
| Module 1 | Property Management Practices |
| Module 2 | Foundations in Building Maintenance |
| Module 3 | Customer Services and Practical Communication |
| Module 4 | Housing Organizations and Theories |
| Module 5 | Management Skills and Knowledge |
| Module 6 | Property Laws in Practice |

Entry Requirements

- a) have gained in the HKDSE Examination Level 2 or above in 5 subjects, including Chinese Language and English Language; or
- b) have gained in the HKALE Grade E in one AL subject or two AS subjects; AND have gained in the HKCEE Grade E in 3 subjects PLUS Level 2 / Grade E or above in Chinese Language and English Language; or
- c) have gained in the HKCEE Grade E in 3 subjects PLUS Level 2 / Grade E or above in Chinese Language and English Language AND have 2 years of relevant work experience; or
- d) hold the practitioner membership of the Hong Kong Institute of Housing; or
- e) hold membership of a housing related professional body recognized by HKU SPACE; or
- f) have possessed a Certificate / Diploma in relevant subjects awarded by a recognized post secondary educational institution, plus 1 year of work experience in the relevant field; or
- g) have completed a Specification of Competency Standards Based (SCS-based) programme at QF Level 3 in Property Management; or
- h) have possessed two Statements of Attainment in Property Management at QF Level 3 through Recognition of Prior Learning (RPL); or
- i) have 5 years of relevant work experience in the housing field.

Applicants with other equivalent qualifications will be considered on individual merit.

Methods of Assessment

Each module will be assessed by two components: written examination and course assignment / project.

Tuition Fee in 2021/2022:

HK\$29,100 (HK\$4,850 per module)

Application Fee: HK\$150 (non-refundable)

Application Procedure

Application Code: 1940-HB029A

Completed application form, **SF26**, together with copies of relevant supporting documents, supplementary form C1 on page 18 and one non-refundable crossed cheque of HK\$150 payable to HKU SPACE as the application fee should be returned to:

Course Director
Certificate in Property Management
HKU SPACE
11/F., Fortress Tower
250 King's Road, North Point
Hong Kong

Applicants may choose to apply the programme through the School's online application system. Applicants are reminded to upload the required documents listed above if applying through the online application system.

The closing date for application is June 18, 2021.

Syllabus

Property Management Practices

(9 credits; QF Level 3)

This module offers students an understanding of the role of middle rank management employees in today's changing and demanding property management environment. It covers topics of obligations of property management in public and private sectors, housing market and its impact on Hong Kong Housing Strategies, good property management strategies for a wide range of properties, information technologies for property management, and security management. (30 hours)

Foundations in Building Maintenance

(12 credits; QF Level 3)

This module aims to familiarize students with practical knowledge and skills in day-to-day building maintenance activities. It covers topics of building services and utilities, repair and maintenance.

(36 hours)

Customer Services and Practical Communication

(9 credits; QF Level 3)

This module examines issues of customer service, and addresses communication challenges and expectations of today's property tenants / owners. It covers topics of communication, conflict resolutions and customer relationship building. (30 hours)

Housing Organizations and Theories

(9 credits; QF Level 3)

This module introduces students to different types of housing organizations and organization theories. It covers topics of types of housing organizations, organization development and its process, and organization transformation in the context of property management. (30 hours)

Management Skills and Knowledge

(9 credits; QF Level 3)

This module aims to train students towards being a better leader in the workplace by exposing them to a number of management strategies in relation to basic principles of management, supervision and leadership, team building and team management, conflict management, task management, planning and setting objectives, and making decisions, introduction to business proposal writing, and business ethics. (30 hours)

Property Laws in Practice

(12 credits; QF Level 3)

This module aims to give students a practical sense on major points of related legislations which have implications on the execution of day-to-day property management activities. It covers topics of the enforcement of house rules, the Building Maintenance Ordinance and the Deed of Mutual Covenants with an emphasis on the part played by frontline to middle rank staff. (36 hours)

Enquiries

For more specific enquiries, please contact our office at 2975 5667.

Application Code : 1940-HB029A

Programme Title : Certificate in Property Management

2021/2022

Supplementary Form

ADDRESS FOR CORRESPONDENCE

Enter your name and address for correspondence in all three spaces provided below and staple the sheet with the Application Form, SF26.

Programme Title : Certificate in Property Management (2021/2022)

| | | |
|-----------------|-----------------|-----------------|
| Name : _____ | Name : _____ | Name : _____ |
| Address : _____ | Address : _____ | Address : _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

ADDRESS FOR CORRESPONDENCE

Enter your name and address for correspondence in all three spaces provided below and staple the sheet with the Application Form, SF26.

Programme Title : Certificate in Property Management (2021/2022)

| | | |
|-----------------|-----------------|-----------------|
| Name : _____ | Name : _____ | Name : _____ |
| Address : _____ | Address : _____ | Address : _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |