



香港學術及職業資歷評審局  
Hong Kong Council for Accreditation of  
Academic & Vocational Qualifications

## **SUMMARY ACCREDITATION REPORT**

**Li Ka Shing Institute of Professional and Continuing  
Education, The Open University of Hong Kong**

**Learning Programme Accreditation**

**Certificate in Applications of Property Management  
Practices (Elective Course of Diploma Yi Jin)**

**May 2018**

## 1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA823(revised)), the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), in the capacity of the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) (hereafter Ordinance), was commissioned by the Federation for Self-financing Tertiary Education (FSTE), which represents its member institutions offering the accredited Diploma Yi Jin (DYJ) programme (Operators), to conduct a Learning Programme Accreditation Exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in the Ordinance to determine whether the Elective Clusters/Elective Courses of the accredited Diploma Yi Jin (DYJ) programme leading to Specification of Competency Standards (SCS)-based qualifications offered by the member institutions of the Federation for Self-financing Tertiary Education (自資高等教育聯盟) (the Operators) meet the stated objectives and QF standard and can be offered as SCS-based qualifications under the accredited DYJ; and
- (b) To issue to the Operator accreditation report(s) setting out the results of the determination in relation to (a) by HKCAAVQ.

## 2. HKCAAVQ'S DETERMINATION

2.1 HKCAAVQ has determined that the Certificate in Applications of Property Management Practices (Elective Course of Diploma Yi Jin) meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 September 2018 to 31 August 2020.

### 2.2 Validity Period

2.2.1 The validity period will commence on the date specified below.

2.3 The determinations on the Learning Programme Accreditation are specified as follows:

<b>Name of Operator(s)</b>	Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong 香港公開大學李嘉誠專業進修學院
<b>Name of Award Granting Body</b>	Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong 香港公開大學李嘉誠專業進修學院
<b>Title of Learning Programme</b>	Certificate in Applications of Property Management Practices (Elective Course of Diploma Yi Jin) 物業管理實務的應用（毅進文憑選修科目）證書

<b>Title of Qualification(s) (Exit Award(s))</b>	Certificate in Applications of Property Management Practices (Elective Course of Diploma Yi Jin) 物業管理實務的應用（毅進文憑選修科目）證書
<b>Primary Area of Study and Training</b>	Business and Management
<b>Sub-area (Primary Area of Study and Training)</b>	Property and Facilities Management
<b>Other Area of Study and Training</b>	Not applicable
<b>Sub-area (Other Area of Study and Training)</b>	Not applicable
<b>Industry</b>	Property Management
<b>Branch</b>	Property Management
<b>QF Level</b>	Level 3
<b>QF Credits</b>	15
<b>Mode(s) of Delivery and Programme Length</b>	Full-time and Part-time Full-time: 1 year, 150 notional learning hours (including 60 contact hours) Part-time: 2 years, 150 notional learning hours (including 60 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable
<b>Validity Period</b>	The validity period shall commence on 1 September 2018 and end on 31 August 2020.
<b>Number of Enrolment(s)</b>	Not applicable
<b>Maximum Number of New Students</b>	Maximum of 35 learners per class
<b>Specification of Competency Standards-based Programme</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specification of Generic (Foundation) Competencies-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Vocational Qualifications Pathway Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Notes to be indicated</b>	This programme is one of the Elective Courses of the

<b>on the QR</b>	Elective Cluster, Property Management, of the Diploma Yi Jin programme. 此課程屬於毅進文憑中「物業管理」選修群組的其中一個選修科目。
<b>Address of Teaching/ Training Venue(s)</b>	<ol style="list-style-type: none"><li>1. OUHK-CITA Learning Centre 0/F-5/F, OUHK-CITA Learning Centre (CITA Building), 201-203 Lai King Hill Road, Kwai Chung, New Territories 荔景教學中心 新界葵涌荔景山路 201-203 號荔景教學中心（製衣業訓練中心大樓）地下至五樓</li><li>2. Kwai Hing Learning Centre 8/F-11/F, Tower 2, Kowloon Commerce Centre, 51-53 Kwai Cheong Road, Kwai Chung, New Territories 葵興教學中心 新界葵涌葵昌路 51-53 號九龍貿易中心第 2 座 8-11 樓</li><li>3. Kowloon Bay Centre 63 Tai Yip Street, Kowloon Bay (CITA Kowloon Bay Training Centre) 九龍灣中心 九龍灣大業街 63 號（製衣業訓練局九龍灣訓練中心）</li></ol>

- 2.4 HKCAAVQ will subsequently satisfy itself whether the Operator remains competent to achieve the relevant objectives and the Programme continues to meet the standard to achieve the relevant objectives as claimed by the Operator by reference to, amongst other things, the Operator's fulfilment of any conditions and compliance with any restrictions stipulated in this Accreditation Report. **For the avoidance of doubt, maintenance of accreditation status is subject to fulfilment of any condition and compliance with any restriction stipulated in this Accreditation Report.**

### 3. INTRODUCTION

- 3.1 In the academic year 2012/13, the Yi Jin Diploma, subsequently renamed as Diploma Yi Jin (DYJ), was introduced in replacement of the former Project Yi Jin. DYJ aims to provide an alternate pathway for Secondary Six school leavers as well as adult learners to obtain a formal qualification for the purposes of further study and employment. FSTE is commissioned by the Education Bureau to develop and administer the programme, and serves as the secretary to the DYJ Programme Management Committee (PMC).

- 3.2 The Yi Jin Diploma programme was accredited by HKCAAVQ in August 2013 with a validity period of three years starting from the academic year 2013/14 for operation by seven member institutions of FSTE. The subsequent re-accreditation exercise was conducted in July 2016. DYJ was approved with a validity period of four years starting from the academic year 2016/17.
- 3.3 The Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong (LiPACE, OUHK) (the Operator) is one of the FSTE member institutions offering DYJ in the academic year 2018/19. The Certificate in Applications of Property Management Practices (Elective Course of Diploma Yi Jin) is an Elective Course of a newly introduced Elective Cluster of DYJ for implementation in the academic year 2018/19.

#### 4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

##### 4.1 Programme Objectives

- 本科目旨在提供物業管理實務基礎培訓，讓學員應用相關物業管理實務知識及技巧於日常物業管理工作。

##### 4.2 Programme Intended Learning Outcomes

修畢本科後，學員應能：

- 應用物業管理概念和原則於不同類型物業，監察日常管業服務工作，帶領屬員按照服務標準、工作守則等執行管理服務工作；
- 掌握新落成樓宇的管理需要，以及應用資訊科技知識於日常物業管理工作；
- 確保有關住戶記錄齊全，核實管業事務記錄內容正確，作出跟進及回應，並解釋物業管理財務預算的規劃及控制原則；
- 應用大廈公契重要條款於大廈管理工作，並掌握籌備及執行會議的技巧；及
- 描述保安、安全及風險管理的概念，並能辨認突發事故性質，按既定程序和當時情況，督導屬員迅速處理個別緊急事故和善後工作。

##### 4.3 Programme Structure

Module	UoC	QF Credit
單元一: 香港物業管理實務與各類型物業及設施管理	PMZZFM302A; and PMZZEM306A	
單元二: 前線業戶管理工作	PMZZOS301A	
單元三: 管業事務記錄及財務預算規劃	PMZZOS302A	
單元四: 業戶會議安排及大廈公契應用	PMZZOS303A	
單元五: 緊急事故處理及督導技巧	PMZZEM302A	

期終考試	PMZZFM302A; PMZZEM306A; PMZZOS301A; PMZZOS302A; PMZZOS303A; and PMZZEM302A	
	<b>Total</b>	<b>15</b>

#### 4.4 Graduation Requirements

- An attendance rate of 80% or above in the programme; and
- At least 50% overall marks in the programme.

#### 4.5 Admission Requirements

##### a. Local students:

- (i) Hong Kong ID card holder; AND
- (ii) Completed Secondary 6 in HK or equivalent to 12 years of progressive study;  
OR  
Aged 21 or above upon commencement of the first semester for mature students without Secondary 6 qualification.

##### b. Non-local students:

- (i) Whose immigration status permits them to study in HK; AND
- (ii) Fulfil the conditions stated in a. (ii) above.

## 5. IMPORTANT INFORMATION REGARDING THIS ACCREDITATION REPORT

### 5.1 Variation and withdrawal of this Accreditation Report

5.1.1 This Accreditation Report is issued pursuant to section 5 of the AAVQO, and contains HKCAAVQ's substantive determination regarding the accreditation, including the validity period as well as any conditions and restrictions subject to which the determination is to have effect.

5.1.2 HKCAAVQ may subsequently decide to vary or withdraw this Accreditation Report if it is satisfied that any of the grounds set out in section 5 (2) of the AAVQO apply. This includes where HKCAAVQ is satisfied that the Operator is no longer competent to achieve the relevant objectives and/or the Programme no longer meets the standard to achieve the relevant objectives as claimed by the Operator (whether by reference to the Operator's failure to fulfil any conditions and/or comply with any restrictions stipulated in this Accreditation Report or otherwise) or where at any time during the validity period there has/have been substantial change(s) introduced by the Operator after HKCAAVQ has issued the accreditation report(s) to the Operator and which has/have not been approved by HKCAAVQ. Please refer to the "Guidance Notes on Substantial Change to Accreditation Status" in seeking approval for proposed changes. These Guidance Notes can be downloaded from the HKCAAVQ website.

- 5.1.3 If HKCAAVQ decides to vary or withdraw this Accreditation Report, it will give the Operator notice of such variation or withdrawal pursuant to section 5(4) of the AAVQO.
- 5.1.4 The accreditation status of the Operator and/or Programme will lapse immediately upon the expiry of the validity period or upon the issuance of a notice of withdrawal of this Accreditation Report.

## 5.2 Appeals

- 5.2.1 If the Operator is aggrieved by the determination made in this Accreditation Report, then pursuant to Part 3 of the AAVQO the Operator has a right of appeal to the Appeal Board. Any appeal must be lodged within 30 days of the receipt of this Accreditation Report.
- 5.2.2 If the Operator is aggrieved by a decision to vary or withdraw this Accreditation Report, then pursuant to Part 3 of the AAVQO the Operator has a right of appeal to the Appeal Board. Any appeal must be lodged within 30 days of the receipt of the Notice of Withdrawal.
- 5.2.3 The Operator should be aware that a notice of variation or withdrawal of this Accreditation Report is not itself an accreditation report and the right to appeal against HKCAAVQ's substantive determination regarding accreditation arises only from this Accreditation Report.
- 5.2.4 Please refer to Cap 592A (<http://www.legislation.gov.hk>) for the appeal rules. Details of the appeal procedure are contained in section 13 of the AAVQO and can be accessed from the QF website at: <http://www.hkqf.gov.hk>.

## 5.3 Qualifications Register

- 5.3.1 Qualifications accredited by HKCAAVQ are eligible for entry into the Qualifications Register ("QR") at <http://www.hkqr.gov.hk> for recognition under the QF. The Operator should apply separately to have their quality-assured qualifications entered into the QR.
- 5.3.2 Only learners who commence the study of the named accredited learning programme during the validity period and who have graduated with the named qualification listed in the QR will be considered to have acquired a qualification recognised under the QF.

