



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

SUMMARY ACCREDITATION REPORT

Federation for Self-financing Tertiary Education

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

Programme Validation at QF Level 3

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

June 2014

This accreditation report is issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in its capacity as the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) (AAVQO). This report outlines the HKCAAVQ's determination, the validity period of the determination as well as any conditions or restrictions on the determination.

1. Introduction

- 1.1 The Yi Jin Diploma (YJD) programme was accredited by the HKCAAVQ in August 2013 with a validity period of three years starting from the 2013/14 academic year to be operated by seven member institutions of the Federation for Self-financing Tertiary Education (FSTE) including the Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong (LiPACE, OUHK/the Operator). At the time of the accreditation exercise for the YJD programme, the HKCAAVQ was informed that the FSTE member institutions may propose new and/or revamped Elective Clusters before commencement of each academic year.
- 1.2 For implementation in the 2014/15 academic year, the LiPACE, OUHK proposed an Elective Cluster, Property Management [物業管理] which comprises three Elective Courses. One of these Elective Courses, Introduction to Property Management Practices [物業管理實務概論], was developed with reference to the Specification of Competency Standards (SCS) developed by the Property Management Industry Training Advisory Committee of the Qualifications Framework (QF) and the Qualifications Guidelines for the SCS-based Courses under the QF.
- 1.3 Following the advice of the Education Bureau to the FSTE and its member institutions to award standalone qualifications to YJD students on successful completion of a SCS-based Elective Cluster/Course, this Elective Course of LiPACE, OUHK is to be accredited by the HKCAAVQ leading to the SCS-based qualification, Certificate in Introduction to Property Management Practices (Elective Course of Yi Jin Diploma) [物業管理實務概論 (毅進文憑選修科目) 證書] and to be uploaded separately on the Qualifications Register of the QF. On successful completion of the Elective Course, students of the YJD programme will be awarded the Certificate in Introduction to Property Management Practices (Elective Course of Yi Jin Diploma).
- 1.4 Based on the agreement, the HKCAAVQ was commissioned by the FSTE to assess and determine whether the following learning programme of the LiPACE, OUHK achieves the stated objectives and meets the QF standard at QF Level 3:
 - (1) Certificate in Introduction to Property Management Practices (Elective Course of Yi Jin Diploma)
- 1.5 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the agreement and the terms stated therein.

2. HKCAAVQ's Accreditation Determination

Having due consideration of the accreditation panel's observations and comments as presented in this Report, the HKCAAVQ makes the following accreditation determination:

2.1 Programme Validation

Approval

Name of Operator	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
Name of Award Granting Body	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
Title of Learning Programme	Certificate in Introduction to Property Management Practices (Elective Course of Yi Jin Diploma) 物業管理實務概論 (毅進文憑選修科目) 證書
Title of Qualification (Exit Award)	Certificate in Introduction to Property Management Practices (Elective Course of Yi Jin Diploma) 物業管理實務概論 (毅進文憑選修科目) 證書
Primary Area of Study / Training	Business & Management in Specific Industries
Other Area of Study / Training	Not applicable
Industry	Property Management
Branch	Property Management
QF Level	Level 3
QF Credit	15
Mode of Delivery and Programme Length	Full-time: 1 year [150 notional learning hours (including 60 contact hours)] Part-time: 2 years [150 notional learning hours (including 60 contact hours)]
Intermediate Exit Award	Not applicable
Validity Period	2 years (1 September 2014 – 31 August 2016)
Number of Enrolments	Not applicable
Maximum Number of New Students	Maximum of 35 students per class
Specification of Competency Standards Based Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Programme Specific Requirement	Not applicable
Remark to be indicated on the QR	This programme is one of the Elective Courses of the Elective Cluster, Property Management, of the Yi Jin Diploma programme. 此課程屬於毅進文憑課程中「物業管理」選修群組的其中一個選修科目。
Address of Teaching/Training Venue	Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong G/F - 5/F, OUHK-CITA Learning Centre (CITA Building), 201-203 Lai King Hill Road, Kwai Chung, NT. 香港公開大學李嘉誠專業進修學院 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 5 樓

3. Programme Details

The following is the programme information provided by the Operator.

3.1 Programme Objectives

The programme aims to equip students with essential property management knowledge and concepts required for further study or career in the property management field.

3.2 Programme Intended Learning Outcomes

Upon completion of the programme, students should be able to:

- describe and explain the concept of property management;
- implement fire safety measures, security supervision work and deal with emergency incidents;
- handle property environmental management and landscaping work; and
- handle building repair and maintenance work.

3.3 Programme Structure

Module Title	Unit of Competency	QF Credit
Introduction to Property Management	-	-
Security, Emergency Handling and Fire Safety Works of Buildings	PMZZEM301A PMZZEM302A PMZZEM303A	-
Management of the Property Environment and Landscaping Work	PMZZEM304A PMZZEM305A	-
Building Repair and Maintenance	PMZZBM301A PMZZBM303A	-

Total	15
--------------	-----------

3.4 Graduation Requirements

- Achieve an attendance rate of 80% or above; and
- Achieve at least 50% overall mark.

3.5 Admission Requirements

- Students of Yi Jin Diploma programme

4. Substantial Change

- 4.1 The maintenance of the HKCAAVQ accreditation status during the validity period is subject to no substantial change being made without prior approval by the HKCAAVQ.

5. Qualifications Register

- 5.1 Qualifications accredited by the HKCAAVQ are eligible for entry into the Qualifications Register (QR) at <http://www.hkqr.gov.hk> for recognition under the Qualifications Framework (QF). Operators should apply separately to have their quality-assured qualifications entered into the QR.
- 5.2 Only learners who are admitted to the named accredited learning programme during the validity period and who have graduated with the named qualification uploaded in the QR will be considered to have acquired a qualification recognised under the QF.

Report No.: 14/80
File Reference: 20/12/03