

# Business



## Certificate in Property & Facilities Management

### 物業及設施管理證書 BA423013M

This course [Certificate in Property & Facilities Management] of this module is recognised under the Qualifications Framework (QF Level 3)  
本課程所屬之主體課程 [物業及設施管理專業證書] 在資歷架構下獲得認可(資歷架構第三級)

QF Level 3 資歷架構第三級別

Member of  VTC Group

### Programme Aims | 課程宗旨

This programme aims to equip participants with daily frontline management skills and expertise via practical application and sharing, in order to enhance their management performance.

本課程旨在讓學員掌握與日常前線管理的技能和知識，透過實踐應用，分享學習，使學員在管理工作中，有更優秀表現。

### Programme Features | 課程特色

- Specially designed for property management practitioners
- Provide a study pathway in accordance with Qualifications Framework (QF) and Specification of Competency Standards (SCS) of property management industry
- Use **Chinese** as medium of instruction
- Allow the Recognition of Prior Learning qualification / ERB Foundation Certificate in Property & Facility Management holders to apply for Module Exemption
- Obtain Credit Transfer upon programme completion when studying **Professional Diploma in Property & Facilities Management** (QF Level 4)

- 專為在職物業管理從業員而設

- 參照《物業管理業能力標準說明》制定，提供按「資歷架構」階梯進修之途徑
  - 以**中文**為授課語言

- 持「過往資歷認可」資歷 / 僱員再培訓局「物業及設施管理基礎證書」人士有機會獲批豁免修讀部分單元
  - 修畢證書課程人士，如升讀「物業及設施管理專業文憑」可申請學分轉移

## Programme Structure | 課程概要

Module Code 單元編號	Module Name 單元名稱	QF Level 資歷級別	Credit Value 資歷學分	Curriculum Hours 修讀時數
BMT3801	Property Repair and Maintenance 物業維修保養	3	6	17
BMT3802	Property Facilities Inspection 物業設施巡查	3	6	15
BMT3803	Supervision on Environment Enhancement 環境美化督導	3	6	15
BMT3804	Public Facilities Management 公共設施管理	3	6	18
BMT3805	Fire Safety Measures and Incident Handling * 消防安全措施及事故處理	3	6	17
BMT3806	Security and Safety Supervision 保安及安全督導	3	6	15
BMT3807	Frontline Management Service 前線管理服務	3	6	18
BMT3808	Customer Services and Event Planning 客戶服務及活動籌備	3	6	15
Total   共:			48	130

Curriculum hours include assessment hours | 課程修讀小時包括考核時間

\* Trainees with the “Foundation Certificate in Property & Facility Management” are eligible to apply for the module exemption | 持僱員再培訓局「物業及設施管理基礎證書」之學員，可申請豁免修讀該單元

### QF Level | 資歷架構級別

Level 3 (QF Registration Number: 14/002722/L3, validity period from 1 April 2014 until 31 August 2021  
第三級別 (資歷名冊登記號碼: 14/002722/L3, 有效期由2014年4月1日至2021年8月31日)

### Programme Duration | 修讀時間

About 6 months (Part-time)  
約六個月 (兼讀制)

### Medium of Instruction | 授課語言

Chinese (Supplementary with English terminology)  
中文 (輔以英語專有名詞)

### Venue | 上課地點

IVE (HW), 702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon  
九龍 長沙灣 荔枝角道702號 香港專業教育學院(黃克競)



This course has been included in the list of reimbursable courses under the Continuing Education Fund  
本課程已加入持續進修基金可獲發還款項課程名單內



## Entry Requirement | 申請資格

- Completion of Secondary 6 or Form 5 (under the old academic structure) and with relevant work experience; OR
- Completion of a QF Level 2 programme that is deemed acceptable to the "Programme Board" and with relevant work experience; OR
- Relevant RPL qualification(s) at QF Level 2 or above AND a pass in the entrance assessment; OR
- Mature applicants, i.e. those aged 21 or above, with at least 2 years' relevant work experience AND a pass in the entrance assessment.
- Other relevant verifiable prior learning and/or work experience that is/are deemed appropriate by the "Programme Board" AND a pass in an entrance assessment.
- 完成中六 或 完成中五 (舊中學制) 或 同等學歷; 及 具相關的工作經驗; 或
- 修畢獲認可的「資歷架構」級別二之相關證書課程; 及 具相關的工作經驗; 或
- 持有相關的「過往資歷認可」級別二或以上證書, 並通過評核試; 或
- 年滿廿一歲 及 具兩年或以上相關的工作經驗; 並通過評核試
- 具「課程委員會」認可之過往學習或工作經驗; 並通過評核試

## Course Fee / Venue | 學費 / 地點

- HK\$12,800  
港幣\$12,800
- IVE (Haking Wong), 702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon  
九龍 長沙灣 荔枝角道702號 香港專業教育學院(黃克競)

## Application Procedures | 報名

- Please complete and return the application form (Download from website) together with a cheque payable to "Vocational Training Council" to "Room 223, Hong Kong Institute of Vocational Education (Haking Wong)" by mail or in person
- All places are allocated on a first-come-first-served basis. Incomplete forms and forms received without payment will not be processed.
- 填妥報名表 (可於網站下載) 連同劃線支票 (抬頭人: 「職業訓練局」), 郵寄或親臨「香港專業教育學院 (黃克競) 223室」報名
- 所有課程名額均以先到先得方法分配, 任何未填妥之表格, 或學生未有附上學費的報名表, 將不會處理。

## Inquiry | 查詢

Tel | 電話: 2708-6402  
Fax | 傳真: 2957-5730  
Email | 電郵: hwba@vtc.edu.hk  
Website | 網址: <https://business.vtc.edu.hk/tc/awardbearingprogramme.php>  
Address | 地址: Room 223, IVE (HW), 702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon  
九龍長沙灣荔枝角道702號香港專業教育學院(黃克競)223室



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