

Professional Diploma in Property & Facilities Management (Facility Services) 物業及設施管理專業文憑 (設施服務) BA424011P

This course [Professional Diploma in Property & Facilities Management (Facility Services)] of this module is recognised under the Qualifications Framework (QF Level 4)

本課程所屬之主體課程 [物業及設施管理專業文憑 (設施服務)] 在資歷架構下獲得認可(資歷架構第四級)

Programme Aims | 課程宗旨

This programme aims to equip participants with daily management related 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管理相關的技能和專業知識，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 holders to apply for Module Exemption
 - Allow the graduates of **Certificate in Property & Facilities Management** to apply for Credit Transfer
 - Recognized by Chartered Institute of Housing - Asian Pacific Branch
- 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」資歷人士，有機會獲批豁免修讀部分單元
 - 修畢「**物業及設施管理證書**」可申請學分轉移
 - 為英國特許房屋經理學會認可之課程

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
Core Module 核心單元				
BMT3809	Manpower Control and Handling 管業人手安排及督導	3	6	18
BMT3810	Leasing and Cash Handling 租務及財務處理	3	6	17
BMT4811	Property Management Services 物業管理服務	4	18	39
BMT4812	Laws for Property Management 物業管理法規	4	18	39
BMT4813	Finance and Human Resources Management in Property Management 物業財務及人事管理	4	18	36
Facility Services Stream 設施服務分流				
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
BMT4814	Facility Maintenance and Improvement 設施保養及改善	4	18	36
BMT4815	Environment and Facilities Management 環境及設施管理	4	18	36
Total 共		38	126	286

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

QF Level | 資歷架構級別

Professional Diploma in Property and Facilities Management (Facility Services) 物業及設施管理專業文憑 (設施服務)

Level 4 (QF Registration Number: 14/002721/L4, validity period from 1 April 2014 until 31 August 2026)

第四級別 (資歷名冊登記號碼: 14/002721/L4, 有效期由2014年4月1日至2026年8月31日)

Programme Duration | 修讀時間

1 – 2 year 年 (Part-time | 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)

Entry Requirement | 申請資格

- Five HKDSE subjects at Level 2 or above, including English Language and Chinese Language and with relevant work experience; OR
- Five HKCEE subjects at Grade E / Level 2 or above, including English Language and Chinese Language and with at least 1 year relevant work experience; OR
- Completion of a QF Level 3 programme that is deemed acceptable to the "Programme Board" and with at least 1 year relevant work experience; OR
- Relevant Recognition of Prior Learning (RPL) qualification(s) at QF Level 3 or above AND a pass in the entrance assessment; OR
- Mature applicants, i.e. those aged 21 or above, with at least 3 years' relevant work experience AND a pass in an 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.
- 持香港中學文憑考試五科成績達第二級或以上，包括英國語文及中國語文；或 同等學歷 及 具相關的工作經驗；或
- 持香港中學會考五科成績達E級 / 第二級或以上，包括英國語文及中國語文；或 同等學歷 及 具一年或以上相關的工作經驗；或
- 修畢獲認可的「資歷架構」級別三之相關證書課程；及 具一年或以上相關的工作經驗；或
- 持有相關的「過往資歷認可」級別三或以上證書，並通過評核試；或
- 年滿廿一歲 及 具三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\$32,100 (paid by 3 Installments, i.e. \$9600, \$13500 & \$9000)
港幣\$32,100 (分3期繳交, 即\$9600, \$13500 & \$9000)
- 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 cross 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: 2708-5325
Fax | 傳真: 2957-5730
Email | 電郵: hwba@vtc.edu.hk
Website | 網址: <https://business.vtc.edu.hk/tc/awardbearingprogramme.php>
Address : Room 223, IVE (HW), 702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon
地址: 九龍 長沙灣 荔枝角道702號 香港專業教育學院(黃克競)223室



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

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