

**Property Management – Specification of Competency Standards**

**Unit of Competency**

**Functional Area : Property Management Services for Owners,  
Tenants and the Community (Records on Management Matters)**

1. Name	Know about records on management matters	
2. Code	PMZZOS102A	
3. Range	Handling written correspondences and filing of property management related documents	
4. Level	1	
5. Credit	1.5	
6. Competency	<u>Performance Requirement</u>	
	6.1 Know about records on management matters	<ul style="list-style-type: none"><li>● Know about types of documents used in relation to the job post, the usage of the documents and its records</li><li>● Know about application procedures of certain documents including residents' cards or fitting-out permits</li><li>● Know how to dispatch and collect documents according to instructions</li></ul>
7. Assessment Guidelines	The integral outcome requirements are: Can know about common types of records / documents used in relation to a job post, and to collect and dispatch documents according to instructions	
8. Remarks		