

(4) Mapping of UoCs for Clubhouse Manager

QF Level	Job Title	Clubhouse Manager		
5	Job Descriptions	Formulate club house' annual budget, plan on continuous improvement of club house service standard, plan and develop club house services, activities and facilities, write up regulations, manpower planning for club house, manage and monitor contractors' performance, etc.		
		Name of the Specification of Competency Standards, UoCs	Code	Credits
		Formulate and evaluate emergency handling measures	PMZZEM502A*	6
		Devise and develop insurance coverage and terms of the policy	PMZZOS503A*	6
		Formulate quality assurance services procedures	PMZZOS504A*	6
		Devise and develop plans on shopping centre, cultural, recreational and community activities and value-added services	PMZZOS505A	9
		Plan and replace club house and recreational facility	PMZZFM501A	9
		Write service contract and determine contract terms	PMZZLW502A*	9
		Monitor financial income and expenses	PMZZFN501A*	6
		Formulate annual budget and arrange account audit	PMZZFN502A*	9
		Conduct overall human resources planning for property management division	PMZZHR501A	6
		Plan on continuous improvement of property management service standard	PMZZHR502A	6
		Plan on measures for occupational health and safety in a property management environment	PMZZHR503A	6
		Customer services management	PMZZHR404A	6
		Total		84
		Proposed new areas for formulating new UoCs:		
		<ul style="list-style-type: none"> ➤ Participate in regular owners' meetings ➤ Manage and monitor contractor performance 		

Remarks: *The name of the specified UoCs is required to be adjusted or rephrased to describe the relevant competency standards.