

(3) Mapping of UoCs for Clubhouse Officer

QF Level	Job Title	Clubhouse Officer		
4	Job Descriptions	Lead a team to provide quality services in club house, assist to manage cultural and recreational activities and facilities in club house, handle club house finance, etc.		
		Name of the Specification of Competency Standards, UoCs	Code	Credits
		Manage emergency situations	PMZZEM402A*	3
		Master the skills in organizing and promoting shopping centre, cultural, recreational and community activities	PMZZOS405A*	3
		Manage club house, cultural and recreational facility	PMZZFM401A	6
		Handle financial income and expenses	PMZZFN401A*	3
		Manpower planning and training for staff within the property managed	PMZZHR401A	6
		Lead the team in the provision of quality property management service	PMZZHR402A	3
		Occupational safety and health management in a property management environment	PMZZHR403A*	3
		Customer services management	PMZZHR404A*	6
		Total		33
		<u>Proposed new areas for formulating new UoCs:</u>		
		➤ Participate in regular owners' meetings to report matters related to club house		

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