

(1) Mapping of UoCs for Tenancy Administration Assistant

QF Level	Job Title	Tenancy Administration Assistant		
3	Job Descriptions	Handle basic lease management matters and enforcement of lease terms, follow up on outstanding payment, carry out customer service duties, follow pre-management procedures etc.		
		Name of the Specification of Competency Standards, UoCs	Code	Credits
		Keep record of management matters, dispatch and collect documents and maintain proper filing	PMZZOS202A*	1.5
		Carry out steps on pre-management work according to instructions	PMZZOS204A	1.5
		Carry out lease management matters and enforce lease terms	PMZZOS205A	1.5
		Be able to comprehend pre-management procedures and lead subordinates to carry out respective measures	PMZZOS306A*	1.5
		Lead subordinates in handling lease management matters and enforcement of lease terms	PMZZOS307A	3
		Supervise a property management team to complete relevant tasks	PMZZHR302A	3
		Lead subordinates to carry out customer service duties	PMZZHR304A*	3
		Total		

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