



*College of  
Humanities and Law*

## **Advanced Diploma in Facility and Property Management**

*\*Specified Diploma in Property Management for PMP (Tier 2) Licence*

*\*Recognised Programme by HKIFM and RICS*

*(Recognised Professional Bodies of the PMSA)*

*Programme Code: HB002A*



HKU SPACE was awarded the ASIIN institutional accreditation seal to confirm that we fulfil the institutional, procedural and cultural requirements for good teaching and successful learning. Trust in us as your lifelong learning partner!



# Advanced Diploma in Facility and Property Management

---

## Introduction

In recognition of the rising demand for professional training in facility and property management, the School of Professional and Continuing Education (HKU SPACE) develops the Advanced Diploma in Facility and Property Management programme. Taught by experienced academics and professionals from the relevant fields, this programme aims to provide a structured and well-balanced course of study with multi-exit points to suit the training needs of different types of practitioners.

Upon completion of the programme, graduates are eligible to apply for (1) top-up programmes offered by HKU SPACE and other institutions, and (2) Associate Membership of both the **Royal Institution of Chartered Surveyors (RICS)** and the **Hong Kong Institute of Facility Management (HKIFM)**, which both RICS and HKIFM are the **Recognised Professional Bodies (RBD)** of the **Property Management Services Authority (PMSA)**. This programme is recognized as at Qualifications Framework Level 4 (QR Registration No.: 07/001838/4; Validation Period: 05 May 2008 - on going).

## Aims and Objectives

The aims of this programme are:

1. to develop applied knowledge and skills in Facility Management for property management practitioners to effectively integrate users' and organizations' needs for physical assets;
2. to provide in-depth academic training with a balanced and comprehensive scope that forms a solid foundation for further career advancement in the Facility Management discipline;
3. to provide a part-time study programme as a bridging course that leads to a degree and/or professional qualification in Facility Management.

## Programme Structure

The programme will be taught in three trimesters each year, with 2 modules being taught in each trimester. Students will normally be required to undertake five trimesters of part-time study to be completed within 2 academic years. The maximum period of completion is 5 years.

The curriculum requires students to satisfactorily complete a total of 10 modules with a total number of 120 credits. The modules are divided into 5 major areas of study. An additional optional module is provided for fulfilling the academic requirements for admission to the Corporate Member of HKIFM.

## Application Procedures

The application form (SF26) should be completed and mailed to the Course Director, Advanced Diploma in Facility and Property Management, HKU SPACE, 11/F., Fortress Tower, 250 King's Road, North Point, Hong Kong. You may also submit it in person to our enrolment centres. The application form should be sent together with supporting documents and one crossed cheque of HK\$150 made payable to "HKU SPACE" as the application fee (non-refundable).

There is no need to send the cheque for the tuition fee at this stage. You will only be required to do so when you are formally offered a place.

For on-line application or to obtain updated information for Application Closing Date and Tuition Fee, please refer to the programme web page:

<https://hkuspace.hku.hk/prog/adv-dip-in-facility-and-property-management>

## Entry Requirements

1. I
  - a) have gained in the HKDSE Examination Level 2 or above in 5 subjects, including Chinese Language and English Language; or
  - b) have gained in the HKALE Grade E in one AL subject or two AS subjects; or
  - c) have gained in the HKCEE Examination Grade E or above in 3 subjects PLUS Level 2 or Grade E or above in Chinese Language and English Language\*;

AND

  - II
    - a) have 2 years of working experience in the field; or
    - b) have completed a Specification of Competency Standards Based (SCS-based) programme at QF Level 3 in Property Management; or
    - c) have possessed two Statements of Attainment in Property Management at QF Level 4 through Recognition of Prior Learning (RPL);

OR
2. hold the Certificate or Advanced Certificate in related field awarded within HKU system through HKU SPACE, or other recognized Certificates or Diplomas related to the field, plus 2 years of work experience in the field; or be members of facility management related professional bodies, for example, Hong Kong Institute of Facility Management (HKIFM), Hong Kong Institute of Housing (HKIH), Chartered Institute of Housing Asia Pacific Branch (CIH), etc.;

OR

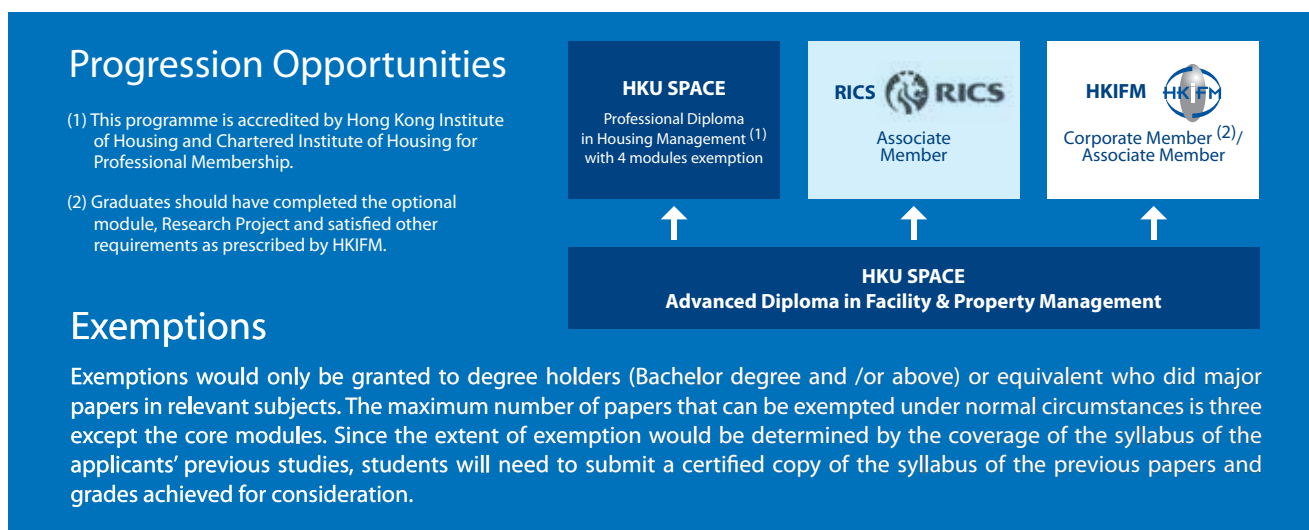
3. hold a bachelor's degree in a related field awarded by a recognized university or equivalent.

Applicants who cannot satisfy the educational requirements specified above may be considered on individual merit provided that they have at least 5 years of relevant work experience in the field. They should also have an acceptable general educational background.

\*With effect from 2007, HKU SPACE recognizes Grade E previously awarded for Chinese Language and English Language (Syllabus B), (Grade C in case of Syllabus A) as an acceptable alternative to Level 2 in HKCEE.

## Exit Points and Re-entry

Students can choose to exit the programme with a Diploma award having completed 5 modules, including three core modules. Re-entry to the Advanced Diploma programme may be allowed for holders of the Diploma in Facility and Property Management within 3 years from the time of exit, subject to the availability of the programme and places. Students re-entering the programme may be required to take up additional modules should changes in the programme curriculum take place. The maximum study period for students re-entering the programme is 5 years.



## Course Syllabus

### **Module 1 Professional Practice of Facility Management (Core module, 12 credits)**

This module gives a comprehensive picture of facility management and enables students to acquaint the principles and professional practices of it.

### **Module 2 Facility Operation and Maintenance (Core module, 12 credits)**

This module discuss facility operations and maintenance process for a building such as public utilities systems, electric and mechanical supply systems, fire services systems and building management systems etc.

### **Module 3 FM Technology and Information Systems (Core module, 12 credits)**

The process to plan, evaluate, implement and manage IT application, future trends and options in using IT, risk management in facility and property management are covered in the module.

### **Module 4 Human Factor in Facility Management (12 credits)**

Communication skills, effective work relationships with people from different professions, management skills etc are taught in the module.

### **Module 5 Security and Crisis Management (12 credits)**

The module covers the importance of the state of security of premises, good strategic planning to deal with emergency situations and an understanding of various aspects of security needs and crisis assessment.

### **Module 6 Management of Non-domestic Premises (12 credits)**

The management of commercial premises covers areas such as lease management, asset management, benchmarking, analysis of business data, and innovations.

### **Module 7 Club House and Recreational Facility Management (12 credits)**

The maintenance of facility, the utilization of these facilities in organizing events, the management of customer service and maintenance of clientele, etc.

### **Module 8 Environment, Health and Safety (12 credits)**

Introduction of workplaces that address basic human and environmental factors such as temperature, light, sound, air quality, ergonomics and psychological dynamics, aiming to create optimal work environment that are comfortable and secure.

### **Module 9 Project Management (12 credits)**

Facility managers have to grasp the core skills of project management in construction, maintenance, renovation and relocation, and the skills are particularly important because facility projects vary widely in scope, complexity, duration and risks.

### **Module 10 Introduction to Legal Provisions and Mediation (12 credits)**

Building Management Ordinance (Cap344), Property Management Services Ordinance (Cap 626), Landlord and Tenant Consolidated Ordinance (Cap 7), Lands Tribunal and Mediations etc are taught in the module.

---

### **Optional: Research Project for Facility and Property Management (12 credits)**

The module is aimed to develop students' research abilities in investigating a specific topic associated with the profession of facility management. Graduates of the Advanced Diploma taking this module are considered to be in fulfillment of the academic requirements for admission to the **Corporate Member of HKIFM**.

 CEF Reimbursable Course (selected modules only)

## Enquiries

For further information, please contact our office at 2508 8823.