Diploma in FACILITY MANAGEMENT

Since 2005, School of Continuing and Professional Education (SCOPE), City University of Hong Kong introduced the Diploma in Facility Management (DFM). In recent years, there has been growing emphasis on adding value to the property. The demand for facility management (FM) professional from the industry would be increasingly high. Many people plan to switch their career to this prospective industry. Thus, the Certificate in Facility Management (CFM) is newly launched this year for junior FM staffs or those wish to join this industry for their career advancement.

Programme Structure

This programme consists of two parts: Part I Certificate (5 courses) and Part II Diploma (13 courses). Part I aims to offer students a comprehensive overview of facility management. Part II targets to provide students with broader and in-depth knowledge in FM and transferrable skills for their career development and further studies.

Study Pathway

- 2 passes in HKALE plus 1-yr work exp
- Cert holder in related subject plus 1-yr work exp
- Aged 23 or above plus 4-yr work exp

- F.5 graduates with 5 passes (incl. Chin & Eng) plus 1-yr work exp
- Project Yi-Jin graduate plus 1-yr work exp
- Aged 23 or above plus 2-yr work exp

Diploma in Facility Management
(2 years, Part time, QF Level 4)

Certificate in Facility Management
(6 months, Part time, QF level 3)

Professional Recognitions
- IFMA FMP
- IFMA Facility Management Professional (FMP) Designation
- HKIFM
- HKIFM Associate Member

Local / Oversea top-up degree programmes
Programme Curriculum

The programme is comprised of five 3-credit unit courses totalling 15 credit units, to be completed in 2 semesters in 6 months. Each module consists of 39 contact hours.

Core Modules

<table>
<thead>
<tr>
<th>Module</th>
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</thead>
<tbody>
<tr>
<td>Introduction to Facility Management</td>
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<tr>
<td>Introductory Building Sciences and Technology</td>
</tr>
<tr>
<td>Fundamentals of Business Management</td>
</tr>
<tr>
<td>Financial Management Basics for Facility Management</td>
</tr>
<tr>
<td>English Enrichment I</td>
</tr>
</tbody>
</table>

Admission Requirements

To be eligible for admission, an applicant must:

- have passed five subjects in HKCEE, including Chinese Language and English Language ("Syllabus B" before 2007), at level 2 / Grade E or above, plus at least 1 year of full-time work experience; OR
- be a graduate of Project Yi-Jin Programme, plus at least 1 year of full-time work experience; OR
- be a mature applicant of at least 23 years of age by the start date of the programme and have at least 2 years of full-time work experience.

Shortlisted candidates may be required to attend an interview or a written test.

Progression Opportunity

Upon successful completion of Part I, students who meet stipulated CGPA requirement can be admitted directly to Part II.

Progression Recognition

Student can apply for student membership of IFMA during study.

Hong Kong Qualifications Framework

Certificate in Facility Management is recognized under the Hong Kong Qualifications Framework. QF Level: Level 3; QR Reg No: 10/000006/3; Validity Period: from 1 Nov 2009 to 31 Dec 2012.
Programme Curriculum

The programme comprises 13 courses with a total of 42 credit units, conducted in English supplemented with Cantonese.

<table>
<thead>
<tr>
<th>Core Modules (27 credit units)</th>
<th>Communications Modules (6 credit units)</th>
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<tbody>
<tr>
<td>2. Quality Assessment and Innovation</td>
<td>10. Information Technology for Communication</td>
</tr>
<tr>
<td>3. Structural Maintenance</td>
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<tr>
<td>4. Law for Facility Management</td>
<td></td>
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<tr>
<td>5. Property Management and Financial Management</td>
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<tr>
<td>6. Facility Management Project (6 credit units)</td>
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<tr>
<td>7. Project Management</td>
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<tr>
<td>8. Risk Assessment and Management</td>
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<td></td>
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<tr>
<td>Business Modules (6 credit units)</td>
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<tr>
<td>11. Business Management</td>
<td></td>
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<tr>
<td>12. Human Resources and Customer Relationship Management</td>
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<tr>
<td>Electives (choose 1 out of the followings) (3 credit units)</td>
<td></td>
</tr>
<tr>
<td>• Management of Special Premises</td>
<td>• Intelligent Buildings</td>
</tr>
<tr>
<td>• Economics in Real Estate Management</td>
<td></td>
</tr>
</tbody>
</table>

CEF Reimbursable course The curriculum is subject to review

Admission Requirements

To be eligible for admission, an applicant must:
- hold HKALE with grade E or above in at least two subjects or;
- hold Certificate in Facility Management or related subjects obtained from other institutions; or
- be a mature applicant of at least 23 years of age by the start date of the programme and have at least 4 years of full-time relevant work experience.

Shortlisted candidates may be required to attend an interview or a written test.

Progression Opportunity

Upon completion DFM, graduates can apply for the following programmes in Hong Kong:
- BSc (Hons) Business Management (Engineering), Coventry University
- BA (Hons) Business Administration and Management, De Montfort University
- BA (Hons) Public Administration and Management, De Montfort University

Professional Recognitions

During study, student can apply for student membership of IFMA.
Upon completion of Part II, graduates are eligible:
- for International Facility Management Association (IFMA)’s Facility Management Professional (FMP) credential
- to apply as Association Members of The Hong Kong Institute of Facility Management (HKIFM)

Hong Kong Qualifications Framework

Diploma in Facility Management is recognized under the Hong Kong Qualifications Framework.
QF Level: Level 4; QR Reg No: 07/000741/4; Validity Period: from 5 May 2008 to 31 Dec 2012.
Fees
Application fee : HK$140 (to be paid at the time of application)
Tuition fee Part I : HK$13,500 (payable in 2 instalments)
        Part II : HK$42,000 (payable in 5 instalments over 2 years)
Graduation fee : HK$400 (to be paid with the 1st instalment of Part II)

Admission Schedule

<table>
<thead>
<tr>
<th></th>
<th>Application Deadline</th>
<th>Commencement</th>
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</thead>
<tbody>
<tr>
<td>Part I</td>
<td>20 August 2010</td>
<td>Early Jan 2011</td>
</tr>
<tr>
<td>Part II</td>
<td>6 August 2010</td>
<td>Early Oct 2010</td>
</tr>
</tbody>
</table>

Applications will be selected on the basis of academic merits and relevant work experience. Those who fail to directly admit to Part II will be advised to take Part I.

Enquiries
Tel : 2784 3298 / 3442 7423
Email : team5@scope.edu

Enquiry form

To SCOPE Team 5 (Fax: 2778-3741)
I would like to have further information about the following programmes.
☐ Part I Cert in FM  ☐ Part II Dip in FM
Name :
Tel : Email :
Address :
Application Form For Admission to Certificate / Diploma in Facility Management (DFM) 2010/2011

Please refer to the Application Guide & Programme Information before completing this form. Kindly fill in the application form clearly in English BLOCK Letters.

Personal Data Collection Statement, please refer to the website: http://www.cityu.edu.hk/ce/pdcs

Application Form for Admission to Certificate / Diploma in Facility Management (DFM) 2010/2011

Programme Code: 11035 / 03036

Scope Management Certificate / Diploma in Facility Management Programme Code: 11035 / 03036

Please do not fill in any Chinese characters in spaces.

1. Application Procedure

A non-refundable and non-transferable fee of HK$140 is charged for each application. Application fee must be paid together with the completed application form.

2. Methods of Payment

a. Local applicants residing in Hong Kong

i. By direct deposit or ATM transfer to CityU's Hang Seng Bank Account: 293-318028-003.

ii. By bill payment service provided by the ATM of HSBC, Hang Seng Bank and JETCO, bill account number: 030001407, bill type: 03.

b. Applicants residing overseas

i. By direct deposit or ATM transfer to CityU's Hang Seng Bank Account: 293-318028-003.

ii. By bill payment service provided by the ATM of HSBC, Hang Seng Bank and JETCO, bill account number: 030001407, bill type: 03.

3. Submission of Application

A completed application form, with copies of the following required supporting documents, should be sent by mail/by hand to SCOPE on or before the deadline:

- An application form.
- A copy of the Hong Kong identity card or passport
- A copy of the student visa or entry permit

4. The programme will go through normal selection process. Admissions are subject to availability of places and selection criteria. Applications meeting the qualifications and work experience requirements will be considered for interview. All information collected will be kept confidential.

5. SCOPE will make special arrangements when Typhoon Signal No.8 or above is hoisted, or when a Black Rainstorm Warning Signal is issued by the Hong Kong Observatory. Please visit SCOPE Website for details.

6. SCOPE is committed to equal opportunities in education and seeks to provide every possible means to assist students with disabilities and to facilitate their learning. Students concerned are invited to write to SCOPE to specify what special assistance is needed. All information collected will be kept confidential.

7. SCOPE/1/10/06/306

Scope/1/10/06/306

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Programme Code: 11035 / 03036

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Scope/1/10/06/306
D. Work Experience  (in reverse chronological order) If there is insufficient space, please give details on a separate sheet and attach to this application.

<table>
<thead>
<tr>
<th>From Month / Year</th>
<th>To Month / Year</th>
<th>Full Time / Part Time</th>
<th>Name of Organization</th>
<th>Position</th>
<th>Occupation Code</th>
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</table>

E. Additional information

- Occupation Code
  - 01 Accounting
  - 02 Administration & Management
  - 03 Advertising
  - 04 Banking & Financial Services
  - 05 Computing & IT
  - 06 Education
  - 07 Engineering
  - 08 Food and Beverage
  - 09 Marketing & Sales
  - 10 Public Relations
  - 11 Social Services
  - 12 Surveying
  - 13 Transportation & Logistics
  - 14 Tourism & Hotel
  - 15 Government & Public Services
  - 16 Others (Please specify)

F. Declaration

- I declare that I have read and understood the nature and details of the Application Guide & Programme Information.
- I declare that all the information given in support of this application form and the attached supporting documents are, to the best of my knowledge, accurate and complete, and agree to provide original document(s) for verification of my qualifications when required. I understand that this information will be used in the admission decision process, I accept that if, in reading and completing this application, I knowingly or carelessly provided untrue or incomplete information, any offer of admission, whether accepted or not, may be disqualified and / or I may be required to withdraw from any programme which I am enrolled in and all fees paid will not be refunded.
- I authorize SCOPE to obtain, and the relevant authorities to release, any and all information about my academic and / or professional qualifications obtained in Hong Kong and elsewhere.
- I authorize SCOPE to use my data to carry out checks regarding my application and records of previous studies in the University and other institutions.
- I understand that, upon my registration in a programme, the data will become part of my student record and may be used for all purposes relating to my study in the programme.
- I consent that if admitted to the programme, I will conform to the statutes and regulations of City University of Hong Kong and SCOPE.

For official use only

<table>
<thead>
<tr>
<th>Programme</th>
<th>Interview</th>
<th>Admitted</th>
<th>Rejected</th>
<th>Waiting List</th>
</tr>
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<tbody>
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</tr>
</tbody>
</table>

Name of Programme Leader Signature Date

Address Slips 郵寄地址

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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</thead>
<tbody>
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</table>

Signature Date
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<table>
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<th>To Month</th>
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E. Additional Information

Checklist for Application

Before submitting your application, please check if you have:

- enclosed the proof of payment of HK$140 application fee
- provided copies of ALL transcripts and certificates / other relevant academic qualifications to support your application
- completed the application form
- signed and dated the application form
- supplied other relevant information (if necessary)

Source of Information

How do you know SCOPE / this programme? (You may choose more than one option.)

- SCOPE Website
- Programmes Pamphlet
- Referral by Friends / Relatives
- Referral by Teachers
- Referral by Collaborative Organizations
- Promotion
- Exhibition
- Newspaper / Magazine Advertisement

E. Additional Information

Other Information

IF YOU KNOW SCOPE / this programme, please write the following:

- Have you ever taken our programme? Yes (Please specify) No

Declaration

I declare that I have read and understood the nature and details of the Application Guide & Programme Information.

I declare that all the information given in support of this application form and the attached supporting documents are, to the best of my knowledge, accurate and complete, and agree to provide original document(s) for verification of my qualifications when required. I understand that this information will be used in the admission decision process, I accept that if, in reading and completing this application, I knowingly or carelessly provided untrue or incomplete information, any offer of admission, whether accepted or not, may be disqualified and / or I may be required to withdraw from any programme which I am enrolled in and all fees paid will not be refunded.

I authorize SCOPE to obtain, and the relevant authorities to release, any and all information about my academic and / or professional qualifications obtained in Hong Kong and elsewhere.

I authorize SCOPE to use my data to carry out checks regarding my application and records of previous studies in the University and other institutions.

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Programme

Admitted Rejected Waiting List

Name of Programme Leader

Signature Date

Address Slips

Name Address

Signature Date
Application Guide

1. Application Procedure

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2. Methods of Payment

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b. Applicants residing overseas

By bill payment service provided by the ATM of HSBC, Hang Seng Bank and JETCO, bill account number: 030001407, bill type: 03.

Please retain the payment slip (the Deposit Form, or the original copy of the ATM Advice) and attach it to the Application Form as proof of payment.

3. Submission of Application

A completed application form, with copies of the following required supporting documents, should be sent by mail/by hand to SCOPE PE on or before the application deadline:

- proof of application fee payment;
- photocopies of certificated copies and transcripts of previous studies and/or professional qualifications in support of your qualifications claimed in the application form.

All submitted documents will not be returned. Original documents will need to be presented for verification during registration. Provision of any false or misleading information or failure to supply the full documentation for verification will lead to DISQUALIFICATION of the application and any offer made will be rescinded. All fees paid will NOT be refunded.

4. The programme will go through normal selection process. Admissions are subject to availability of places and selection criteria. Applications meeting the minimum admission requirements are not guaranteed direct entry to the programme. Applicants may be invited for admission interviews if necessary. For entry requirements, please refer to specific programme descriptions. Participants will receive an acknowledgment for course enrolment. Please contact SCOPE if you do not receive any notification one week before course commencement. Unless otherwise notified, urgent notice will be sent to your mobile phone via SMS.

5. SCOPE reserves the rights to alter programme details such as date, time, venue and instructor as well as to cancel programmes.

6. Personal data collection statement

For details, please refer to the website:

http://www.cityu.edu.hk/ce/pdcs

The personal data collected will be kept confidential.

Professional Qualifications (in reverse chronological order)

If there is insufficient space, please give details on a separate sheet and attach to this application.

Qualifications & Work Experience

A. Highest Education Level Attained

<table>
<thead>
<tr>
<th>Awarding Institution</th>
<th>Title of Award</th>
<th>Year of Award</th>
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B. Academic Qualifications

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<tr>
<th>Year of Attainment</th>
<th>Awarding Institution</th>
<th>Degree</th>
<th>Year of Degree</th>
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C. Professional Qualifications

<table>
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<tr>
<th>Year of Attainment</th>
<th>Awarding Institution</th>
<th>Professional Qualifications</th>
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</table>

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Address

Lower Ground Floor, Academic Exchange Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong.

Enquiries

+852 2784 3329 / 3442 7423

Website

http://www.cityu.edu.hk/ce/dfm

* Should there be any discrepancy between the English and Chinese versions, the English version shall prevail.

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