Advanced Diploma in Facility and Property Management

Prepare you to obtain professional recognitions from CIH and IFMA

Intake 10, September 2020
Programme Code: 203-40181

Qualifications Framework

Advanced Diploma in Facility and Property Management is recognized under the Qualifications Framework and has been listed in the Qualifications Register.

- QF Level: Level 4
- QR Registration No.: 13/000199/L4
- Validity Period: On-going since 18 Apr 2013

HKQF official website: www.hkqr.gov.hk

www.cityu.edu.hk/ce/adfpm
Introduction

Hong Kong is one of the most densely populated cities in the world. The management of premises plays an important role on maintaining the quality of living for residents and the value of equity invested. Property management and facility management, undoubtedly, are inseparable in managing a premise. The industry is expanding and the demand for a professional possessing the knowledge of facility and property management would be increasingly high.

With long history of offering professional programmes in Facility and Property Management SCOPE initiates to provide comprehensive training in these two big disciplines of the construction. Till now, there are more than 1,000 students graduated from our programmes. Apart from preparing students to obtain professional recognitions from CIH and IFMA, this Advanced Diploma programme also can further articulate to a locally-accredited degree programme with CIH Chartered membership.

Progression Opportunity

Upon successful completion of this programme, students can apply for the following top-up degree programmes in Hong Kong:

- BA(Hons) Public Administration and Management (Housing Specialisation), De Montfort University (a CIH recognized programme leading to Chartered Membership of CIH, CIHCM)
- BA (Hons) Business Administration and Management, De Montfort University

The above are exempted programmes under the Non-local Higher & Professional Education (Regulation) Ordinance.

1 PDPM graduates who have registered as CIH student members at the commencement of the programme would be eligible to apply for Member Cert. upon successful completion of the Practical Experience Requirements (PER).

2 ADFPM is designed to prepare students to sit in four online assessments of FMP credential programme. After successfully completion of all online assessments, students would be eligible to attain FMP designation.
Programme Objectives

The programme aims to equip students with the required technical knowledge, analytical abilities and management techniques for being a professional in the facility and property management industry, and to provide students with general business and communication skills which facilitate them for career development and enable them to plan for further studies.

Upon completion of the programme, students should be able to:

(i) demonstrate their understanding of the basic knowledge, personal attributes and competencies that will be required to develop a career in the facility and property management;

(ii) apply subject practical skills to develop student’s practical skills of the way facility, estate and property management companies operate;

(iii) possess intellectual skills to apply a professional approach to meeting the corporate and client needs of this industry sector and also to inspire them for further studies in facility and property management.

Programme Curriculum

This programme lasts for 2 years of part time study and comprises 14 modules with a total of 44 credits. Each 3-credit unit module consists of 39 contact hours. It is conducted in English supplemented with Cantonese. Course materials and assessments will be in English.

Students will have intermediate award of Professional Diploma in Property Management after completion of Year 1.

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*FMP*: The module covers the syllabus of IFMA FMP credential program

**CEF reimbursable module**

Duration and Mode of Study

2 years, Part time

Classes

On average 9-12 contact hours per week. (3-4 weekday evenings or 2-3 weekday evenings plus 1 weekend afternoon)

Teaching may take place in CityU campus in Kolwoon Tong, SCOPE Tsim Sha Tsui East Learning Centre or other SCOPE designated classrooms.
Admission Requirements

To be eligible for admission, an applicant must:

- have obtained Level 2 or above in five subjects in HKDSE\(^{\text{1}}\) including Chinese Language and English Language, plus at least 1 year of relevant work experience; or

- have passed 1 AL or 2 AS-level subjects in HKALE, plus five passes in HKCEE subjects including Level 2/Grade E in Chinese Language and English Language, and currently employed in facility / property management sector; or

- have obtained five subjects in HKCEE at Level 2/Grade E including in Chinese Language and English Language plus at least 2 years of relevant work experience; or

- hold a relevant certificate awarded by a recognized post-secondary institute, or equivalent qualification at QF level 3; or

- be a mature applicant of at least 21 years of age by the start date of the programme and have at least 5 years of relevant work experience.

Priority will be given to those who are currently employed in facility / property management sector.

\(^{\text{1}}\) Students awarded with “Attained with Distinction” or “Attained” in a subject of Applied Learning (Apl) will be considered as Level 2 of attainment in an elective subject of HKDSE. Each student is allowed to use up to two Apl subjects in the application.

Credit Transfer

Applicants who meet one of the following criteria can be granted credit transfer of the module “Critical English Communication Skills”:

- An Associate Degree Holder; OR

- A Higher Diploma holder from local universities; or

- A student completed a two-year full time post-secondary programme at QF Level 4, which was taught and assessed in English

Programme Committee Members

The programme is developed by members from different backgrounds to incorporate views from the perspectives of industry, professionals and academics. The committee is consisted of representatives from relevant professional associations and the industry.
Assessment and Award

Assessment includes coursework and examination.

Students who have passed all the required courses with an overall attendance of 70% or above will be awarded an Advanced Diploma in Facility and Property Management by CityU SCOPE.

Students will have an intermediate award of the Professional Diploma in Property Management after successful completion of Year 1 study.

Professional Recognitions

- **Member Cert., CIH** *(previously titled “Practitioner member”)*

  To be eligible to apply for Member Cert., students must:
  - currently employed in facility / property management sector; AND
  - register as CIH student member at their own costs and grant initial approval from CIH at the commencement of the programme; AND
  - fulfill the course requirement and obtained the intermediate award of PDPM; AND
  - successfully complete of the Practical Experience Requirements (PER) under supervision of a recognized supervisor.

  Website: [www.cih.org.hk](http://www.cih.org.hk)

- **Facility Management Professional (FMP), IFMA**

  The programme covers the whole syllabus of IFMA’s Facility Management Professional (FMP) credential program and prepares students to sit in four online assessments of FMP credential program.

  Students can opt to take these online assessments on their own costs. After completion of all online assessments, students would be eligible to attain FMP designation.

  Website: [www.ifmacredentials.org/fmp/](http://www.ifmacredentials.org/fmp/)

# The offering for the admission to this programme does NOT imply your application and job natures have demonstrated your capabilities of completing PER you may apply for under the requirements set by CIH.

Students with outstanding academic results might be eligible for scholarships awarded from professional bodies.
Fees
Application fee: HK$160 (to be paid at the time of application)
Tuition fee: HK$57,200 (HK$1,300/credit), payable in 5 instalments
1st instalment: HK$11,700 (payable upon admission)
2nd instalment: HK$11,700 (payable before Jan 2021)
3rd instalment: HK$7,800 (payable before May 2021)
4th instalment: HK$13,000 (payable before Sep 2021)
5th instalment: HK$13,000 (payable before Jan 2022)
In the case of re-assessment, additional fees will be charged. All fees paid are non-refundable.

Application Deadline
30 Jun 2020

Commencement
Sep 2020

Application Procedures
1. Application with supporting documents should be submitted online via www.scope.edu/eapp/pdpm_adfpm
2. Application form could also be obtained from the programme website and reception counter of CityU SCOPE.
3. Applications are processed on a competitive basis. Applications will be selected on the basis of academic merits and relevant work experience.
4. All applications will be informed of the application results.

On-line Enquiries on Application Status
Enquiries on application status can be made by visiting our website: www.scope.edu/trackstatus 7 working days after submission of application.

Education Loan
Successful applicants are eligible to apply for the Government’s Extended Non-means-tested Loan Scheme. Application forms are obtainable from each Distinct Office and the Student Finance Office (SFO).
Enquiries: 2150 6223 Website: www.wfsfaa.gov.hk/sfo

Continuing Education Fund (CEF)
Most of the modules in this programme have been included in the list of reimbursement modules under Continuing Education Fund (CEF). Eligible applicants may be reimbursed 80% of the module fee (for the 1st HK$10,000 subsidy) and 60% of the module fee (for the 2nd HK$10,000 subsidy), subject to a maximum sum of HK$20,000, on successful completion of a reimbursable module which classes commence on or after 1 April 2019.

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* Details in this publication are accurate at the time of printing but subject to revision in the future.