Continuing Education Diploma in Property Management

Intake 2012      Programme Code : 123-40360

National Certificate in Property Management (NCPM) and Qualifying Programme for Member Cert. of the Chartered Institute of Housing (CIH)
Continuing Education Diploma in Property Management

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, undoubtedly, is indispensible in managing a premise. The industry is expanding and the demand for a professional possessing the knowledge of property management would be increasingly high.

Supported by the Hong Kong Association of Property Management Companies, SCOPE has been offering Continuing Education Diploma in Property Management (CEDPM) for over 10 years. This Programme is designed specifically for those working or wishing to pursue career in property / facility management industry. Till now, there are more than 900 students graduated from this programme. In 2012, the programme has been revamped, which enables graduates advance their study.

Programme Curriculum
This programme lasts for 1 year of part time study and comprises 8 modules with a total of 24 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.

<table>
<thead>
<tr>
<th>Principles &amp; Essentials of Practices</th>
<th>Critical English Communication Skills*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Management Practices</td>
<td>Leadership &amp; Management</td>
</tr>
<tr>
<td>Operations &amp; Maintenance</td>
<td>Finance &amp; Business</td>
</tr>
<tr>
<td>Building Technology and Energy</td>
<td>Legal Studies</td>
</tr>
</tbody>
</table>

* Credit transfer: An Associate Degree / A Higher Diploma Holder, or a student completed a 2-year full time post-secondary programme at QF level 4 which was taught and assessed in English can be granted credit transfer of this module.

Duration and Mode of Study
1 year, Part time

Classes
On average 9 contact hours per week. (3 weekday evenings or 2 weekday evenings plus 1 weekend afternoon)
Teaching may take place in CityU campus in Kolwoon Tong, SCOPE Admiralty Learning Centre, SCOPE Tsim Sha Tsui East Learning Centre or other SCOPE designated classrooms.

Professional Recognition

- **Member Cert., CIH** (previously titled "Practitioner member")
  To be eligible to apply for Member Cert., students must:
  - currently employed in property / facility 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 award of CEDPM; AND
  - successfully complete of the Practical Experience Requirements (PER)# under supervision of a recognized supervisor.

After successful completion of CEDPM and the PER, students will be awarded CIH’s National Certificate in Property Management (NCPM) as well.

Website: [www.cih.org.hk/English/Join/Courses/courses.html](http://www.cih.org.hk/English/Join/Courses/courses.html)

# 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.
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 the Continuing Education Diploma in Property Management by CityU SCOPE.

Progression Opportunity

Upon successful completion of CEDPM, students can proceed to year 2 of Diploma in Facility and Property Management (DFPM). DFPM website: www.cityu.edu.hk/ce/dpdm

Students can apply for the following top-up degree programme in Hong Kong after successfully completed DFPM:

- BSc (Hons) Business Management (Engineering), Coventry University

Admission Requirements

To be eligible for admission, an applicant must:

- have passed two subjects in HKALE at Grade E or above, or equivalent qualifications (e.g. GCEAL), and employed in property / facility management sector; or
- have obtained level 2 or above in at least 5 subjects* in HKDSE, including Chinese Language and English Language, plus at least 1 year of relevant work experience; or
- 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 2 years of relevant work experience; or
- have completed a post-secondary Certificate in related subject from a recognized institute, or equivalent qualification at QF level 3; or
- be a mature applicant of at least 23 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 property/facility management sector.

---

1 CEDPM 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 DFPM 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.

---

^ 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.

Applicants may be required to attend an English written test if necessary.

Applications will be selected on the basis of academic merits and relevant work experience. Those who fail to admit to this Diploma programme will be advised to take Certificate in Facility Management.
Fees
Application fee: HK$140 (to be paid at the time of application)
Tuition fee: HK$24,000 (HK$1,000/credit), payable in 3 instalments
  1st instalment: HK$9,000 (payable upon admission)
  2nd instalment: HK$9,000 (payable before Jan 2013)
  3rd instalment: HK$6,000 (payable before Jun 2013)
In the case of re-assessment, additional fees will be charged. All fees paid are non-refundable.

Application Deadline
25 July 2012

Commencement
Late September 2012

Application Procedures
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 application deadline:

a. proof of application fee payment; and
b. photocopies of certificates and transcripts of previous studies and / or professional qualifications in support of your qualifications claimed in the application form

A non-refundable and non-transferable fee of HK$140 is charged for each application. Application fee must be paid by ATM transfer to CityU’s Hang Seng Bank Account or in form of a cross cheque made payable to “City University of Hong Kong”.

Application without copies of qualifications attained will not be considered.
Details of application procedure and payment method please refer to the “Application Guide” in Application Form.

Enquiries of Application Status
An acknowledgement of application will be sent to applicants via email. Enquiries about your application status can be made by visiting our website: www.cityu.edu.hk/ce/enrol/que seven working days after the submission of your application.

All applicants will be informed of the application results by mail.

Financial Assistance

Education Loan
Successful applicants are eligible to apply for the Non-means tested Loan Scheme (NLS) administered by the Hong Kong Government Student Financial Assistance Agency (SFAA). The loan borrowed plus the accumulated interest will be payable within the specified period upon completion of the programme.

Enquiries : 2150 6223  Website : www.sfaa.gov.hk

The details of applications will be announced upon admission.

Contact Us
School of Continuing and Professional Education (SCOPE)
Tel : 3442 5804 / 3442 5685 / 3442 7423
Email : team5@scope.edu
Fax : 3442 0399

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