

# Hospitality Discipline

## 酒店及旅遊學科

### HT4200090 Certificate in Property Management (Foundation Knowledge in Property Management) 物業管理證書 (物業管理基礎知識)



#### Programme Objectives | 課程宗旨

The program aims to provide students with a wide range of conceptual and practical knowledge of property management. The students can develop their career path and obtain recognition in professional bodies.

本課程專為學員提供物業管理相關的法律和行為準則的基本知識。裝備他們成為物業管理企業工作的專業人員。

#### Learning Contents | 學習內容

- |  |           |
|--|-----------|
| ◆ Deed of Mutual Covenants                                 | ◆ 大廈公契    |
| ◆ Duties and Responsibilities of Property Owners           | ◆ 業主責任和義務 |
| ◆ Tendering and Contract Management                        | ◆ 投標和合同管理 |
| ◆ Voting and Resolution in Meetings of Owners' Corporation | ◆ 會議投票和議決 |
| ◆ Property Insurance                                       | ◆ 物業保險    |
| ◆ Risk Management  | ◆ 風險管理    |

#### Entry Requirements | 入學要求

- Completion of Secondary 6 (under the New Senior Secondary academic structure);
  - OR Secondary 5 (under the Old Secondary academic structure)
  - OR equivalent
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- 完成中六 (新高中學制) ;
  - 或完成中五 (舊高中學制) ;
  - 或同等學歷

#### Examination & Certification | 考試及證書

- One-hour assessment in a form of multiple-choice questions. Upon successful completion of the programme (i.e. attended a minimum of 80% of the classes and passed the assessment), students will be awarded a Certificate of Attainment issued by the Hospitality Discipline of the Vocational Training Council; and
- Eligible to apply for associate member of the Hong Kong Institute of Certified Property Managers
- 一小時以多項選擇題形式進行的中文考試。出席率不少於80%及考試合格者，將獲頒發職業訓練局轄下酒店及旅遊學科之修業證書一張；
- 及符合成為香港物業管理師學會副會員資格

## Contact Hours | 上課時數

Total 13 hours including 60 minutes examination in 4 lessons (分4個課堂·總共13小時 包括60分鐘考試)

Cohort 組別	Lesson 課堂		Date 日期		Day 星期	Time 時間	Venue 上課地點
Apr 2024 24年4月班	Lesson 1	第一堂	11 Apr	4月11日	Thursdays 逢星期四	18:30-21:30	Leisure Activity Centre and Spa Institute of Vocational Education (Haking Wong) 香港專業教育學院 (黃克競) 康體文娛活動及水療中心
	Lesson 2	第二堂	18 Apr	4月18日		18:30-21:30	
	Lesson 3	第三堂	25 Apr	4月25日		18:30-21:30	
	Lesson 4	第四堂	2 May	5月2日		18:30-22:30 Exam   考試	

## Medium of Instruction | 授課語言

Cantonese | 廣東話

## Programme Fee | 學費

HK\$1,800 per person

Special Offer: HK\$1,620 per person will apply to the following participants:

1. VTC Staff/VTC Staff; or
2. VTC Full-time students; or
3. Graduate of Hospitality Discipline

每人港幣\$1,800元

學費優惠：每位港幣1,620元適用於以下人士：

1. 職業訓練局職員；或
2. 職業訓練局全日制學生；或
3. 酒店及旅遊學科課程修畢者

## Application Deadline | 截止報名日期

Apr Cohort: 28 Mar 2024 | 4月班：2024年3月28日

[Application Here](#) | 在此申請

## Enquiry | 查詢

Tel / 電話: 2595 2591 / 2957 5755  
WhatsApp: 2595 2591  
Email / 電郵: [iveht@vtc.edu.hk](mailto:iveht@vtc.edu.hk)  
Website / 網址: <https://hospitality.vtc.edu.hk/>

## Disclaimer / 免責聲明

VTC reserves the right to cancel any course, revise course content or change the offering venue(s), date and time if circumstances so warrant.  
職業訓練局可因應情況取消任何課程、修正課程內容或更改上課地點、日期及時間。

## Application Notes | 申請須知

### I Seats are limited and applications are processed on a first-come-first-served basis.

If the minimum number of students is not reached, the course will be postponed.

由於名額有限，報名以先到先得方式進行。如未能達到最低收生人數，課程將會順延。

### II The admission notification will be issued a week before the commencement of the course via e-mail. Applicants who do not receive this email notification should contact us. An official receipt for their tuition fee payment will be given in the first lesson.

申請人將於開課前一星期收到確認取錄的電郵。如在開課前一星期仍未收到通知，請與我們聯絡。正式收據會於課程第一堂發出。

### III Refund and Transfer | 退還課程費用及學額轉讓

**Fees paid is non-refundable unless the programme cancellation, rescheduling and unsuccessful application cases. Fees paid and places enrolled are not transferable, and request for programme swapping will not be entertained. The Hospitality Discipline of Institute of Vocational Education reserves the right to cancel or reschedule the course.**

除因課程取消、改期及申請不獲接納的情況外，所繳費用恕不退還。已繳學費及報名名額亦不可轉讓，並不受理申請換班及轉讓他人。香港專業教育學院酒店及旅遊學科將保留取消及重新安排課程之一切權利。

### IV Diversity and Equality Policy | 多元化及平等政策

The Vocational Training Council (VTC) is committed to developing, promoting and maintaining policies of equality of opportunity which creates an environment for staff, students or any other persons who have dealings with the VTC where there is no barrier to equal opportunities and no discrimination on the grounds of sex, pregnancy, breastfeeding, disability, race, marital status, family status, or sexual orientation.

職業訓練局致力制定、推廣及維持一套平等機會政策，以締造一個機會均等，以及沒有性別、懷孕、餵哺母乳、殘疾、種族、婚姻狀況、家庭崗位或性傾向歧視的環境予所有職業訓練局僱員、學生以及與職業訓練局有事務交往的人士。

### V Personal Data Policy | 個人資料政策

VTC's policies and practices in relation to personal data and the Personal Data (Privacy) Ordinance in Hong Kong is available at <http://www.vtc.edu.hk/html/en/privacy.html>. VTC and its member institutions intend to use your personal data provided, including your name, phone number, mobile number, email address, correspondence address and education level, to provide direct marketing information in relation to any programmes, admission and events of VTC and its member institutions, but we cannot so use your personal data without your consent. If you would like to unsubscribe from receiving the said information or update your personal data, please send your request to [iveht@vtc.edu.hk](mailto:iveht@vtc.edu.hk).

關於職業訓練局對個人資料及香港《個人資料（私隱）條例》的政策及做法，請瀏覽 <http://www.vtc.edu.hk/html/tc/privacy.html>。職業訓練局及其機構成員擬使用閣下提供的個人資料，包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度，提供有關職業訓練局及其機構成員的任何課程、招生及活動推廣資訊。惟我們必須先得到您的同意，否則不能如此使用你的個人資料。如您日後希望停止接收上述資訊，或更改個人資料，請電郵至 [iveht@vtc.edu.hk](mailto:iveht@vtc.edu.hk)。