

Property Management – Specification of Competency Standards**Unit of Competency****Functional Area : Property Management Services for Owners,
Tenants and the Community (Owners' Meeting)**

1. Name	Arrange manpower and venue set-up for various types of meetings of owners	
2. Code	PMZZOS303A	
3. Range	Arrangement of meeting venue, crowd control and manpower mobilization according to the types of meetings of the owners' corporation and owners' / tenants' organizations	
4. Level	3	
5. Credit	1.5	
6. Competency	<u>Performance Requirement</u>	
	6.1 Know about various types of owners' meetings	<ul style="list-style-type: none"> ● Know about various types of meetings, and the rules on membership and number of members allowed under different types of meeting such as owners' meetings of an Incorporation and management committee meetings
	6.2 Arrange meetings	<ul style="list-style-type: none"> ● Know how to assist in preparation on manpower and venue set up for meetings ● Carry out duties during the process of meetings, such as access control at the meeting venue, assist in vote counting according to instructions, etc.
7. Assessment Guidelines	<p>The integral outcome requirements are:</p> <p>Able to understand the types of meetings, number of people attending the meeting and its arrangements in order to analyze the needs on manpower and venue setting, and according to the needs mobilize the work force and resources of the venue to support the convention of the meeting</p>	
8. Remarks		