

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

1. Name	Collect data for insurance claims	
2. Code	PMZZOS304A	
3. Range	The collection of information on insurance claim immediately after the occurrence of an incident	
4. Level	3	
5. Credit	1.5	
6. Competency	<u>Performance Requirement</u>	
	6.1 Information required for insurance claims	● Understand general insurance coverage and information required in making a claim, including relevant pictures and incident reports, etc.
	6.2 Collection of information	● Able to supervise subordinates in the preparation of information for insurance claims, and keep proper record and filing of the information
7. Assessment Guidelines	The integral outcome requirements are: (i) Can be conscious of matters on insurance claims and understand the steps required and information needed (ii) Can supervise subordinates to follow prescribed instructions in preparing basic informations on insurance claims immediately, and collect relevant information according to the circumstances in order to meet the needs of the relevant claims	
8. Remarks		