

Property Management – Specification of Competency Standards**Unit of Competency****Functional Area : Law in Practice (Contractual Arrangement)**

1. Name	Drafting specifications for property management services contracts	
2. Code	PMZZLW402A	
3. Range	Drafting and revision of key terms in services and management contracts	
4. Level	4	
5. Credit	6	
6. Competency	<u>Performance Requirement</u>	
	6.1 Contents of service contracts	● Know clearly about the contents of various service contracts and management contract, including the nature of services, practical needs and legal stipulations
	6.2 Drafting specifications of	● Able to organize information contained in the original contract and draft job specifications for different types of works
7. Assessment Guidelines	The integral outcome requirements are: (i) Able to master the contents of various types of service contracts in relation to property management, and to draft various types of job specifications (ii) Able to understand the duties and liabilities stated in the contract, judge and select suitable contracts terms in order to cater for the interests for both parties	
8. Remarks	The requirement on writing specifications for construction contracts is not covered under this unit	