

「持續專業發展計劃」電子紀錄系統

使用指南

(記錄及管理進修時數紀錄)



1. 經監管局網站進入牌照持有人專屬賬戶平台

輸入 www.pmsa.org.hk 進入監管局網站

https://www.pmsa.org.hk/tc/index

進入牌照持有人專屬賬戶平台

The collage consists of a 3x3 grid of images. The top row shows a man in a suit, a hand holding a service commitment card, and a person's hands. The middle row shows two people working on a window, a service commitment card on a wall, and a person cleaning a window. The bottom row shows a close-up of a person's face, a person holding a service commitment card, and a close-up of a hand.

2. 登入賬戶



3. 選擇「記錄時數」

The screenshot shows the Property Management Services Authority (PMSA) LRS (Licensing Record System) website. At the top, there is a greeting "下午好 陳一文" and a user profile for "陳一文". A large blue callout box highlights the "記錄時數" (Record Hours) button. Below this, there are other buttons for "進行預約" (Make Appointment) and "閱覽登記冊" (View Registry). To the right, there is a summary of the user's license information: License Type "物業管理人 (第1級) 牌照", License Number "P1-123456", Issue Date "05-08-2022", and Expiry Date "04-08-2025". At the bottom left, there is a "最新消息" (Latest News) section with a green banner about waste collection. At the bottom right, there is a "我的持續專業發展歷程" (My Continuous Professional Development History) section with a dropdown menu set to "2023".

4. 選擇「計劃」年度及舉辦機構

The screenshot shows a web browser window for the PMSA CPDS system. The URL is <https://cpds.pmsa.org.hk/record?>. The page title is 'PMSA CPDS'. The header includes the PMSA logo, language options (ENG, 繁體), and user information (陳一文). A large green box highlights the '記錄時數' section. Inside this box, two dropdown menus are shown: '「計劃」年度' (selected value: 01-01-2023 - 31-12-2023) and '舉辦機構*' (selected value: 物業管理業監管局). Below these dropdowns is a '請選擇' section containing a list of options: 物業管理業監管局, 政府部門及公營機構, 受教育局監管的教育機構, 其他舉辦機構, and 不適用.

5. 選擇已參與的活動 / 課程

Screenshot of the PMSA CPDS system showing the 'Continuing Professional Development Record' (持續專業發展計劃) page. The page displays fields for selecting participation in training activities or courses.

The 'Activity Type' field is selected as 'Training Activity' (培訓活動). The 'Organizer' dropdown shows 'Property Management Services Authority'. The 'Activity Name' dropdown lists several options, with the last one, 'Online Lecture (2023-12-01)', highlighted in blue and enclosed in a yellow rounded rectangle. A large blue callout box labeled 'Select Participated Activities / Courses' (選擇已參與的活動 / 課程) points to this highlighted item.

Below the activity list, there are fields for 'Actual Location' (實體) and 'Virtual Location' (網上), and date/time selection fields for both 'Start Date & Time' and 'End Date & Time'.

Page URL: https://cpds.pmsa.org.hk/record/step/2

6. 填寫實際參與時數

The screenshot shows a web-based application for managing professional development activities. The page title is "PMSA CPDS" and the URL is <https://cpds.pmsa.org.hk/record/step/2>. The form fields include:

- 舉辦機構 ***: 物業管理業監督局
- 協辦機構 (1)**: 香港綠色建築議會
- 活動名稱 ***: 持續專業發展網上講座 (2023-12-01)
- 活動編號**: SEM-888-01-2023
- 內容範疇分類 ***: 核心
- 內容範疇 ***: 專業實務
- 學習模式分類 ***: 正式
- 學習模式 ***: 參與講座/會議/研討會/工作坊
- 質體或網上 ***: 網上 (selected)
- 開始日期及時間**: 2023/12/01 16:30
- 結束日期及時間**: 2023/12/01 17:30
- 實際參與時數 ***: 1
- 確認聲明**:
 - 本人謹此聲明：上述提供的資料皆為完整及真確。
 - 本人會保存有關出席或參與時數的資料文件至少18個月，以作日後監管局隨機覆核及審查用途。
- 操作按钮**: 上一頁, 確定, 按此繼續

Key UI elements highlighted with boxes and arrows:

- A yellow box surrounds the "實際參與時數" input field.
- A blue box labeled "填寫實際參與時數" is positioned above the "實際參與時數" field.
- A blue box labeled "勾選方格作出聲明及確認" is positioned above the checkboxes.
- A blue box labeled "按此繼續" is positioned below the "確定" button.

7. 成功記錄時數

A screenshot of a web browser window displaying the PMSA CPDS (Property Management Services Authority) website. The URL in the address bar is <https://cpds.pmsa.org.hk/complete>. The page content is centered around a success message: "成功記錄時數" (Success) in a large blue box, with "記錄時數" (Recorded Hours) in green text below it. A note at the bottom left says "記錄已儲存。" (Record saved.) followed by two numbered instructions: 1. 如未能實際出席或參加已記錄的活動 / 課程，請立即刪除相關紀錄。 2. 如相關活動 / 課程的實際參與時數有變動，請立即更正。 At the bottom of the page, there are two buttons: "返回主頁" (Return to Home) and "記錄下一項活動 / 課程" (Record Next Activity / Course). The footer contains the copyright notice "版權 © 2023 物業管理業監管局保留所有權利" (Copyright © 2023 Property Management Services Authority All Rights Reserved).



8. 於主頁查看已記錄的時數

The screenshot shows the PMSA LRS website interface. At the top, there is a navigation bar with icons for recording hours, booking appointments, and viewing records. Below the navigation bar, the user's profile is displayed, including a photo, name (陳一文), license type (物業管理人 (第1級) 牌照), license number (P1-123456), issue date (05-08-2022), and expiration date (04-08-2025). On the left, there is a "Latest News" section with a green banner about waste collection fees. In the center, there is a "My Professional Development Progress" section with a circular chart showing 8 hours of recorded participation. A callout box points to this chart with the text: "返回主頁後，按「了解更多」查看已記錄的時數".

最新消息

物管業落實垃圾收費
擱少啲 懶多啲
Dump Less Waste More
都市固體廢物收費
08-11-2023

政府實施垃圾收費如箭在弦，於明年4月1日將會落實生效，準備期亦已正式開始。物業管理（物管）公司及從業員擔當統籌角色，須盡早確認其管理的物業適用的垃圾收費模式，並協助業主組織、業戶及清潔服務承

我的持續專業發展歷程

年份
2023

您在本年度的認可參與時數尚未達到最少12小時的參考時數要求。

認可參與時數
8 小時

實際參與時數
8 小時
了解更多
↓ 嘉許證書

返回主頁後，按「了解更多」
查看已記錄的時數

9. 選擇查看紀錄

The screenshot shows a web browser window for the PMSA CPDS system at the URL <https://cpds.pmsa.org.hk>. The page displays a user profile for '陳一文' (Chan Yee Man) with a license number P1-123456, valid until August 4, 2025. A large green button labeled '查看紀錄' (View Record) is highlighted with a red box and a black arrow pointing from the text above it to the button itself. Below this, there is a summary of professional development history: '認可參與時數' (Approved participation hours) is 398 小時, and '實際參與時數' (Actual participation hours) is 398 小時. The date '2023' is selected in a dropdown menu. The bottom left corner of the screenshot shows the URL <https://cpds.pmsa.org.hk/history>.

10. 一站式管理進修紀錄

我的持續專業發展紀錄

匯出紀錄至Excel

匯出至 Excel

刪除或修改紀錄

經監管局確定出席紀錄後，
下載電子出席證書（只適用於監管局主辦的活動）

活動 / 課程名稱	舉辦機構	內容範疇	學習模式	實體或網上	日期	實際參與時數	認可參與時數
持續專業發展講座 (2023-06-15)	物業管理業 監管局	核心	正式	網上	2023-6-15	1小時	1小時
「銀盾計劃」訓練員培訓講座 (2023-06-21)	物業管理業 監管局	核心	正式	實體	2023-6-21	1小時	1小時
「擁抱物管新世代」紀念典禮 (2023-08-31)	物業管理業 監管局	核心	正式	實體	2023-8-31	2小時	2小時
持續專業發展講座 (2023-10-25)	物業管理業 監管局	核心	正式	實體	2023-10-25	2小時	2小時
持續專業發展網上講座 (2023-12-01)	物業管理業 監管局	核心	正式	網上	2023-12-1	1小時	1小時

謝謝！