



物業管理業監管局  
PROPERTY MANAGEMENT  
SERVICES AUTHORITY

Property Management Services Authority

# Continuing Professional Development Scheme



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# Continuing Professional



# Development Scheme



## Introduction

Following the implementation of the property management industry licensing regime (licensing regime) on 1 August 2020, the Property Management Services Authority (PMSA) has launched the Continuing Professional Development (CPD) Scheme (the Scheme) for participation by holders of a Property Management Practitioner (PMP) Licence (Tier 1) and (Tier 2) on a voluntary basis during the transitional period (ending on 31 July 2023) of the licensing regime.





## Objectives

As the statutory body for the property management industry, the PMSA is tasked to regulate property management services, set standards for the integrity, competence and professionalism of the industry, and promote synergy among stakeholders for the continuous development of the profession.

The Scheme aims to equip licensees, through participation in activities/courses organised or recognised by the PMSA, with up-to-date property management knowledge and skills, thereby enhancing the quality and professionalism of the property management industry. Through this Scheme, licensed property management companies can also actively promote employee training, establishing a corporate culture of lifelong learning and continually enhancing the quality of the services provided by their employees.

## Targets

Licensees at all levels, whether holding provisional or formal licences, may participate.

## Basis of Participation

During the transitional period of the licensing regime, participation in the Scheme is voluntary. However, the Scheme will provide recommended attendance or participation hours (CPD hours) of activities/courses which meet the criteria of the Scheme for reference.

## Counting of Years

The Scheme will use the calendar year (from 1 January to 31 December of each year) as the counting unit of years (CPD year).

## Definition of Recognised Activities/Courses

Activities/courses under the Scheme should include the following elements:

- Equip licensees with the latest professional, regulatory and ethical knowledge;
- Enhance licensees' professional ability in providing quality property management services; and
- Support the industry in establishing an effective property management service quality assurance system

# Categorisation and Recognition Mechanism of Activities/Courses

The PMSA will classify and recognise the training activities/courses organised by other professional bodies or organisations in the market on the basis of the “content” and “learning models” of these activities/courses.

## Course/Activity Content

Under the Scheme, activities/courses will be classified based on their content into two categories: “Core” and “Non-core”.

### “Core” activities/courses

The content of “Core” activities/courses will cover the following topics:

#### 1 Law and Regulations:

- Activities/courses relating to the Property Management Services Ordinance (Ordinance);
- Activities/courses relating to the 7 categories of property management services listed in Schedule 1 to the Ordinance;
- Activities/courses relating to the Codes of Conduct, guidelines and circulars issued by the PMSA; and
- Activities/courses that are organised by Government departments or statutory bodies and relating to the property management industry.

#### 2 Professional Practices:

- Activities/courses that are organised by the PMSA Recognised Professional Bodies<sup>1</sup> and relating to the property management industry;
- The PMSA-recognised activities/courses that are organised by other professional bodies and relating to the property management industry; and
- The PMSA-recognised activities/courses that are organised by companies with Property Management Company Licences, listed in Qualifications Register<sup>2</sup> and relating to the property management industry.

1 As of December 2021, the PMSA has nine Recognised Professional Bodies, including: (i) Chartered Institute of Housing Asian Pacific Branch, (ii) Royal Institution of Chartered Surveyors, (iii) The Hong Kong Chapter of International Facility Management Association, (iv) The Hong Kong Institute of Facility Management, (v) The Hong Kong Institute of Housing, (vi) The Hong Kong Institute of Surveyors, (vii) Hong Kong Institute of Certified Property Managers, (viii) Building Services Operation and Maintenance Executives Society and (ix) Hong Kong Institute of Real Estate Administrators (in alphabetical order and according to the timing of recognition).

2 A centralised online database set up by the Education Bureau which contains information on recognised qualifications and their corresponding courses. All qualifications have gone through the quality assurance process and are administered by Hong Kong Council for Accreditation of Academic & Vocational Qualifications. For details, please refer to the relevant website: <https://www.hkqr.gov.hk/HKQRPRD/web/hkqr-en/index.htm>



### 3 Educational Training:

- Courses listed in the PMSA's "Specified or Equivalent Academic Qualification in Property Management" (including the "PMSA Specified Courses" organised to meet the requirements of the licensing regime).

### 4 Qualification Accreditation:

- Other courses relating to the property management industry in the Qualifications Register.

### 5 Knowledge Transfer:

- Any activity recognised by the PMSA that supports the transfer of professional knowledge in the property management industry to local practitioners (non-renumerated).

### 6 Community Contributions:

- Any activity recognised by the PMSA that supports the property management industry to contribute to the local community and economy (non-renumerated).



### "Non-core" activities/courses

"Non-core" activities/courses which encourage lifelong learning and their content will cover the following topics:

#### 1 Skill development:

- Any activity/course that helps to develop knowledge or skills in the property management profession.

#### 2 Other property management courses:

- Courses relating to the property management industry (but not listed in the PMSA's "Specified or Equivalent Academic Qualification in Property Management" and among the courses relating to the property management industry in the Qualifications Register).

#### 3 Other activities/courses:

- Any activity/course that helps to broaden the knowledge base about the "non-local" property management industry.

## Learning Models

The activities/courses under the Scheme are classified as “Official” or “Unofficial”.

### “Official” activities/courses

“Official” activities/courses refer to those that have systematic and specific learning objectives and outcomes, or ones in which the organising bodies record attendance of licensees and issue certificates. These activities/courses include, but are not limited to, those listed in the table on page 9-10.

### “Unofficial” activities/courses

“Unofficial” activities/courses refer to studies conducted independently by licensees, or activities/courses that do not keep attendance records or offer certificates. Other learning modes such as internship, job exchange and social/recognition events (e.g. annual party and awards ceremony) will not be considered as recognised study models under the Scheme.





## Recognised Activities/Courses by the PMSA

All CPD activities/courses organised by the PMSA are recognised Activities/Courses under the Scheme. The PMSA will organise CPD seminars each year around the three core topics of “Law and Regulations”, “Professional Knowledge” and “Management Practices”.

The PMSA will approve in advance professional development activities/courses which are organised by PMSA Recognised Professional Bodies that meet the criteria of the Scheme.

Activities/courses organised by education institutions which are regulated by the Education Bureau and activities/courses accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications will be automatically recognised under the Scheme and require no advance approval.

As it is not possible for the Scheme to comprehensively cover all the activities/courses organised by various professional bodies and organisations, if licensees provide the PMSA with information about professional development activities/courses that meet the recognition criteria but have not been approved or recognised in advance, the PMSA will accept such information in good faith. The PMSA will, however, conduct random audit to ascertain if participants have actually attended these activities/courses and attained the attendance or participation hours<sup>3</sup> that they should have.

3 According to Section 14 of Property Management Services Ordinance, a person commits an offence if the person, in connection with an application for a licence or the renewal of a licence, provides any information or document to the PMSA that is false or misleading.



## CPD Hours

During the voluntary participation stage, the Scheme recommends that the CPD hours for holders of Property Management Practitioner Licence (Tier 1) and (Tier 2) be 12 and 6 hours respectively in each CPD year.



## Attendance/Participation Hours Calculation Criteria

Since different professional bodies and organisations use different criteria for calculating attendance or participation hours of licensees, the Scheme will standardise relevant criteria and conditions. For details, please refer to page 9-10.



For holders of Provisional PMP Licence who take “PMSA Specified Courses” during the transitional period, they will be considered as having met the requirements of recommended CPD hours in their year of completion of the course and receive a certificate of recognition from the PMSA.





## Electronic Recoding System for the Scheme

The PMSA has established the CPD Scheme Electronic Recording System (the System) to facilitate licensees' planning and management of their Scheme activities/ courses. The System will allow licensees to search for information about PMSA recognised training activities/courses, enrol for activities/courses organised by the PMSA and retrieve their record, through the PMSA website and the PMSA mobile app. If licensees attend activities/courses organised by the PMSA or PMSA Recognised Professional Bodies that meet the criteria of the Scheme, they may use the PMSA mobile app to scan the designated QR code and record their participation hours onsite during the activities/courses.



Download PMSA mobile app

## Mandatory Participation in Future

The PMSA will examine the Scheme's implementation details from time to time and will also actively solicit the views of the licensees and the property management industry accordingly. Such efforts will facilitate enhancement to the Scheme for consideration of its implementation on a mandatory basis in the future to meet and cope with the needs of the industry.

# CPD Hour Requirements and Activities/Courses Recognition Mechanism

 **Tier 1**  
PMP Licence

 **Min. 12 hrs**  
in each year

## CPD Scheme CPD Hour Requirements

 **Tier 2**  
PMP Licence

 **Min. 6 hrs**  
in each year

Activities/Courses will be classified based on their Content and Learning Model

### Categorised By Learning Model ▼

#### **Official**

These refer to activities/courses that have systematic and specific learning objectives and outcomes, or ones in which the organising bodies record attendance and issue certificates. These activities/courses include, but are not limited to, the following:

- Attending talks/meetings/seminars/ workshops
- Attending exchange tours/study tours/visits
- Publishing academic papers/publications
- Serving as members of academic committees of academic bodies
- Attending meetings/ working committees of academic bodies
- Serving as external assessors, examiners, instructors, lecturers and mediators
- Participating in the approval of training courses
- Producing training materials
- Participating in training programmes with multiple sessions (including on-the-job training)
- Participating in volunteer work
- Attending academic courses (including full time, part time, distance learning and online courses)

### Categorised By Content ▼

#### **Core**

- Law and Regulations
- Professional Practices
- Educational Training
- Qualification Accreditation
- Knowledge Transfer
- Community Contributions

#### **Non-Core**

- Skill development
- Other property management courses
- Other activities/courses

### Categorised By Learning Model ▼

#### **Unofficial**

These refer to studies conducted independently; or activities/courses that do not keep attendance records or offer certificates.

### Attendance/Participation Hours Requirements and Calculation Criteria

#### “Core” Content Category

 **Tier 1**  
PMP Licence

 **Min. 8 hrs**  
in each year

Holders of a Property Management Practitioner (Tier 1) licences are recommended to take part in a minimum of 8 hours of “Core” activities/courses in each CPD year.

 **Tier 2**  
PMP Licence

 **Min. 4 hrs**  
in each year

Holders of a Property Management Practitioner (Tier 2) licences are recommended to take part in a minimum of 4 hours of “Core” activities/courses in each CPD year.

#### “Unofficial” Learning Model Category

 **Tier 1**  
PMP Licence

 **Max. 4 hrs**  
in each year

Holders of a Property Management Practitioner (Tier 1) licences are recommended only to take part in a maximum of 4 hours of “Unofficial” activities/courses in each CPD year.

 **Tier 2**  
PMP Licence

 **Max. 2 hrs**  
in each year

Holders of a Property Management Practitioner (Tier 2) licences are recommended only to take part in a maximum of 2 hours of “Unofficial” activities/courses in each CPD year.

#### Counting Unit

 **1 hr**

Each activity/course uses a minimum of 1 hour as the counting unit.

 **30 mins**

Online activities/ courses use a minimum of 30 minutes as the counting unit.

#### “Law and Regulations” activities/courses

  **Min. 2 hrs**  
in each year

Licensees are required to take part in a minimum of 2 hours of “Law and Regulations” activities/ courses in the “Core” content category each CPD year.

#### Maximum CPD hours for each Activity

  **Max. 5 hrs**

The maximum CPD hours for each activity are 5 hours (no maximum hours for attending academic courses).

#### Courses spanning over more than one CPD year



For courses spanning over more than one CPD year, the hours are counted based on the actual course attendance hours in the different CPD years.





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