

地產代理監管局實務證書課程 EAA'S CERTIFICATE PROGRAMME IN PRACTICE

為協助持牌人充分掌握地產代理有效執業所需的法律知識及實用技巧，監管局將在2016年10月推出全新的結構性課程 – 地產代理監管局實務證書課程。課程將以講座／研討會形式進行，配以過往違規案例作分析，並加入情景研討、現場活動和課堂練習等，以增加學員與導師的互動性。

課程專為幫助新入職或年資淺的持牌人打好基礎而設計，也有助年資深的持牌人溫故知新。為配合大多數持牌人的學習需要，此課程現階段將以廣東話授課，監管局將在日後根據反應檢討以英語授課的可行性。

Aiming at enabling the licensees to master the necessary legal knowledge and practical skills in effective estate agency practice, the EAA will launch in October 2016 a new structured programme titled EAA's Certificate Programme in Practice. In order to increase interactions between the participants and instructors, this programme will be formatted as seminars, complemented with analyses on non-compliance cases, scenario discussions, class activities and exercises.

This programme is designed to lay a solid foundation for the less experienced licensees. It will also help the more experienced licensees refresh their knowledge and skills. To meet the learning needs of most practitioners, the programme will be conducted in Cantonese at this stage. The EAA will study the feasibility of conducting the programme in English later.



課程分為下列三個單元，共十個課堂，每堂3小時：

The programme is structured into the following three modules formed by ten 3-hour classes:

單元一（3個課堂） Module One (3 classes)	單元二（3個課堂） Module Two (3 classes)	單元三（4個課堂） Module Three (4 classes)
專業操守及誠信 PROFESSIONAL ETHICS AND INTEGRITY	地產代理法律與規則 ESTATE AGENCY LAW AND REGULATIONS	地產代理實務與實用知識 ESTATE AGENCY PRACTICE AND KNOWLEDGE IN PRACTICAL USE
<ul style="list-style-type: none"> • 地產代理的責任 – 恰當及誠信行為 • Responsibilities of Estate Agents – Act Properly and Ethically 	<ul style="list-style-type: none"> • 《地產代理條例》及其附屬法例 • Estate Agents Ordinance and its Subsidiary Legislations 	<ul style="list-style-type: none"> • 物業轉易須知 • Essential Knowledge on Conveyancing Practices
<ul style="list-style-type: none"> • 優質客戶服務與正向思維 • Quality Customer Services and Positive Thinking 	<ul style="list-style-type: none"> • 監管局《操守守則》及執業通告 • EAA's Code of Ethics and Practice Circulars 	<ul style="list-style-type: none"> • 物業租賃實務知識 • Practical Knowledge on Tenancy Matters
<ul style="list-style-type: none"> • 違規的可能後果 • Possible Consequences of Non-Compliance with Regulations 	<ul style="list-style-type: none"> • 其他與地產代理工作相關的法律及實務 • Other Laws Relating to Estate Agency Work 	<ul style="list-style-type: none"> • 掌握土地查冊 • Mastering Land Searches • 理解物業產權負擔 • Understanding Encumbrances

參加者可在完成每個單元內之課堂後參加相關的單元測驗。完成課程及於所有單元測驗取得合格或以上成績的參加者均可獲監管局頒發證書。在單元測驗取得卓越成績的參加者的名單亦會經參加者同意下載列於監管局網頁及／或監管局的相關刊物。

At the end of each module there will be a module-end test. Those participants who completed the programme and passed all the tests will be awarded a certificate. A list of the participants who obtained a distinction grade at module-end tests will also be published at the EAA website and/or relevant publications subject to participants' consent.

詳情請瀏覽監管局網頁：www.eaa.org.hk 或致電2111 2777（持續專業進修計劃）查詢。

For details, please refer to the EAA website: www.eaa.org.hk or call 2111 2777 (Continuing Professional Development Scheme).