

**1. TITLE OF THE CERTIFICATE (HU)**

52 814 01 0000 00 00 Társasházkezelő

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Condominium manager

(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES**A typical holder of the certificate is able to:**

- perform administrative tasks in relation to the operation and maintenance of the real estate;
- maintain relationship with external and internal partners;
- take part in legal proceedings based on a contract concluded with the common representative or the owner of the real estate;
- operate the real estate;
- perform environmental protection and security tasks;
- get acquainted with the characteristics of the real estate;
- get acquainted with the market conditions;
- prepare an operating and capital budget;
- perform real estate letting activities;
- perform marketing tasks;
- prepare and arrange for the refurbishment of the real estate;
- prepare tenders;
- perform real estate investment consulting;
- perform economic analyses;
- perform tasks on the basis of an agency contract;
- work out proposals on the basis of an agency contract.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

5359 Other occupations related to housing and community services

(*) Explanatory notes:

This document is designed to provide additional information about the specified certificate and does not serve as a legal certificate of vocational qualification. The format of the description is based on the following documents:

Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications; Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information on transparency is available at: <http://europass.cedefop.europa.eu/>

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5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the institute issuing the certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate In the case of vocational qualifications belonging to the competence of the Ministry of Municipal Administration and Regional Development (ÖTM), a vocational qualification-related independent professional committee commissioned by the ÖTM	
Level of the certificate (national or international) Level of vocational qualification according to the National Qualification Register: 52 Intermediate vocational qualification entitling the holder to fill positions requiring physical or intellectual work, which is based on the input competence determined in the vocational and examination requirements, on preliminary vocational qualification or on the baccalaureate. ISCED97 code: 4CV	Grading scale / Pass requirements The average of the percentage of the performance achieved per examination part, taking into consideration the vocational and examination requirements, expressed as a grade: 81-100% excellent (5) 71-80% good (4) 61-70% satisfactory (3) 51-60% pass (2) 0-50% fail (1)	
	The code and name of the vocational requirement module, and the result achieved in the examination part associated with the requirement module expressed in %:	
Certificate number: PT K Serial number: 123456	1391-06 Condominium manager tasks	100%
Certificate issue date: 2021.06.18	The performance of the examinee achieved at the vocational examination expressed in %:	100%
	The performance of the examinee achieved at the vocational examination expressed as a grade:	5
Access to next level of education/training Higher education	International agreements	
Other information concerning the vocational training process		
Legal basis Act LXXVI of 1993 on Vocational Training, Ministry of Local Government decree no. 16/2010. (V. 12.) ÖM on the issue of the professional and examination requirements of vocational qualifications.		

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of vocational education and training received	Percentage of total programme %	Duration (hours/weeks/months/years)
School-/training centre-based	Theory: 60 % Practice: 40 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		400 hours
Entry requirements: GCE This certificate supplement was prepared on the basis of the instruction for filling in the Certificate Supplement published on the homepages of the National Reference Point and the National Europass Centre. National Reference Point – NSZFH – http://nrk.nive.hu		
Head of Examination Organiser: Issue date: 2021.06.18		SEAL