

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

52 7899 03 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:**

- prepare the condominium management budget and report;
- based on the features of the condominium and the commission of the owners perform and manage the operational, maintenance and renovation works of the building;
- conclude the contracts (subcontracting, service, employment) necessary to perform his/her duties;
- keep contact with owners and users, check the condition of the building and elaborate proposals to perform extraordinary work;
- plan costs necessary to perform the task in accordance with the commission, put forward specific proposals for revenue sources and give account of the expenditures;
- based on the technical features of the building and common areas and the demand and supply elaborate proposals for exploitation, prepare financial analysis and an exploitation plan;
- perform tasks related to the rent of jointly owned property parts and prepare contracts;
- apply technical, economic and legal studies related to the task and practical solutions;
- behave appropriately with owners, users, contractors, subcontractors, service providers, employees, authorities, lobby groups, representatives of the property business;
- apply communication and management-organisation studies;
- proceed in compliance with the ethical standards of the European property sector.

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

3613 Property maintaining (maintenance) manager (Condominium manager)

(*) 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 minister without portfolio responsible for Regional Development and Elimination of Differences (MWP RDEF), a vocational qualification-related independent professional committee commissioned by the MWP RDEF.																												
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 bacculaureate. ISCED97 code: 4CV	Grading scale / Pass requirements <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Five -grade:</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 60%;">excellent</td> </tr> <tr> <td></td> <td style="text-align: center;">4</td> <td>good</td> </tr> <tr> <td></td> <td style="text-align: center;">3</td> <td>satisfactory</td> </tr> <tr> <td></td> <td style="text-align: center;">2</td> <td>pass</td> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td>fail</td> </tr> </table> <p>Vocational qualification examination after the completion of vocational training</p> <p>Parts of the examination: - Vocational theory - Vocational practice</p> <p>A successful vocational qualification examination requires a pass grade both in vocational theory and practice.</p>	Five -grade:	5	excellent		4	good		3	satisfactory		2	pass		1	fail													
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Access to next level of education/training Into higher education	International agreements																												
Other information concerning the vocational training process																													
Legal basis Act LXXVI of 1993 on vocational training, Decree 26/2001 (VII. 27.) OM of the Minister of Education on the general rules and rules of procedure of vocational examinations, Decree 37/2003. (XII.27.) of the Minister of Education (OM) on the National Qualification Register, 26/2005. Decree 26/2005. (VIII. 5.) of the Minister Without Portfolio (MWP) about particular vocational and examination requirements and the list of institutions entitled to organise vocational examinations.																													

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: 70 % Practice: 30 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		400 hours

Entry requirements:

- Secondary school qualification or bacculaureate.

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Filled in by the exam organiser.

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Filled in by the exam organiser.

Further information (including the description of the national grading method):

The basis of the grading system is a list of vocational and examination requirements compiled in accordance with uniform criteria and structure, issued in the form of legal regulation that includes the following:

- identification number and description of the vocational qualification as specified in OKJ and the relevant FEOR number,
- school and vocational prequalification required for the start of the training, aptitude and vocational competence requirements and prescribed practice,
- the most typical occupation or activity accessible to the holder of the vocational qualification certificate, the short job description, and the list of related vocational qualifications,
- the duration of the training required for the vocational qualification; maximum number of hours; the ratio of theoretical and practical training; the number of vocational training classes in the vocational training school; the duration of initial training period; the possibility of organising a grade examination assessing the efficiency of practical training,
- occupational requirements of vocational qualification,
- requirements pertaining to vocational examination.

The vocational and examination requirements will be classified by the occupational group committees of the National Qualification Register (OKJ) and by the National Council for Vocational Training, and subsequently they will be issued in the form of legal regulations.

Vocational and examination requirements are available at: <http://www.nive.hu>

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: 2023.09.14

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