

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

53-814-01 Ingatlankezelő

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Property manager

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- prepare design offers for the management, maintenance, operation and renovation of properties;
- perform maintenance and operating tasks;
- coordinate and supervise planned works;
- communicate with the bank, the authorities, public utility companies, tenants and owners;
- perform property investment and property management counselling;
- prepare property management and rental proposals;
- perform return on investment calculations;
- perform property market monitoring activities;
- prepare property market analysis;
- manage property business (company).

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

5243 Building administrator

(*) 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

<p>Name and status of the institute issuing the certificate</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Ministry for National Economy</p>																
<p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 53 upper secondary vocational qualification add-ons, which are based on vocational qualifications requiring the completion of the secondary school leaving exam and may be obtained in non-formal education</p> <p>ISCED2011 code: 4</p> <p>NQF level:</p> <p>EQF level:</p>	<p>Grading scale / Pass requirements</p> <p>Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail</p>																
<p>Certificate number: PT K</p> <p>Serial number: 123456</p> <p>Certificate issue date: 2023.10.02</p>	<p>Results achieved at the examination and their proportion expressed in percentage in the complex mark</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Central written examination</td> <td style="width: 40%;">The technical, legal, economic and practical aspects of property management</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 30%; text-align: center;">40.00</td> </tr> <tr> <td>Oral examination</td> <td>Reply to the questions compiled on the basis of exam requirements and drawn from among the test items issued in advance</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Practical examination</td> <td>Property management presentation</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td style="text-align: center;">5</td> <td></td> </tr> </table>	Central written examination	The technical, legal, economic and practical aspects of property management	5	40.00	Oral examination	Reply to the questions compiled on the basis of exam requirements and drawn from among the test items issued in advance	5	30.00	Practical examination	Property management presentation	5	30.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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<p>Access to next level of education/training</p> <p>To higher education</p>	<p>International agreements</p>																
<p>Other information concerning the vocational training process</p>																	
<p>Legal basis</p> <p>Act CLXXXVII of 2011 on Vocational Training Professional and examination requirements specified in Decree No. 12/2013 (28 March) of the Ministry for National Economy.</p>																	

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: 40 % Practice: 60 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		360 hours
Entry requirements: <ul style="list-style-type: none">- 52 7899 03 Qualified condominium manager- 52 814 01 0000 00 00 Qualified condominium manager		
Vocational requirement modules: 11480-12 Property manager tasks		
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: 2023.10.02		SEAL