

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

52-814-01 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 the administrative tasks related to the operation and maintenance of the property;
- perform the organisational and control tasks related to the operation and maintenance of the property;
- participate in legal proceedings and initiate such based on an agency contract;
- prepare recommendations to decision makers based on an agency contract;
- prepare an operating and capital budget;
- prepare a utilisation proposal;
- prepare a financial report;
- perform property leasing activities;
- conclude employment contracts and agency contracts based on an agency contract;
- conclude maintenance and works contracts based on an agency contract;
- prepare tender documents and make tender announcements;
- prepare and complete property renovation;
- arrange for the performance of fire, accident, shock and environmental protection tasks;
- communicate with internal and external partners;
- organise tasks pertaining to the general assembly.

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																				
Name and status of the institute issuing the certificate		Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry for National Economy																		
Level of the certificate (national or international) Level of vocational qualification according to the National Qualification Register: 52 upper secondary vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained primarily in non-formal education ISCED2011 code: 4 NQF level: 4 EQF level: 4		Grading scale / Pass requirements Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail																		
Certificate number: PT K Serial number: 123456 Certificate issue date: 2023.10.02		Results achieved at the examination and their proportion expressed in percentage in the complex mark <table border="1"> <tbody> <tr> <td>Central written examination</td> <td>The technical, legal, economic and practical aspects of condominium management</td> <td>5</td> <td>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>5</td> <td>30.00</td> </tr> <tr> <td>Practical examination</td> <td>Condominium manager presentation</td> <td>5</td> <td>30.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td>5</td> <td></td> </tr> </tbody> </table>			Central written examination	The technical, legal, economic and practical aspects of condominium 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	Condominium manager presentation	5	30.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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Access to next level of education/training To higher education		International agreements																		
Other information concerning the vocational training process																				
Legal basis 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.																				

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		300 hours
<p>Entry requirements:</p> <ul style="list-style-type: none">- Secondary school leaving examination <p>Vocational requirement modules:</p> <p>11446-12 Condominium manager tasks</p> <p>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.</p> <p>National Reference Point – NSZFH – http://nrk.nive.hu</p>		
Head of Examination Organiser: Issue date: 2023.10.02		SEAL