

**1. TITLE OF THE PROFESSION**

04134002 Társasházkezelő

2. TRANSLATED TITLE OF THE PROFESSION

Condominium manager

(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

- draw up plans for the utilisation of common elements in the condominium building;
- prepare economic analyses;
- select the right specialists (from legal, economic, technical fields) to resolve matters related to the condominium;
- make proposals to the main decision-making body of the condominium;
- prepare reports, annual budgets and economic analyses of the condominium's financial ability to pay third parties;
- put forward savings proposals;
- make arrangements for the meeting of the general assembly, implement its decisions and collect the common charges;
- assess the technical condition of the condominium building and put forward proposals for its short-, medium- and long-term renovation;
- conclude contracts of employment, contracts of agency and contracts for work and services;
- prepare documents for tender applications;
- make arrangements and supervise the renovation of the condominium building in accordance with the decision of the general assembly;
- handle the statutory documents and the data of the condominium and homeowners;
- manage the condominium's assets and perform the accounting tasks required by the Accountancy Act and other legislation;
- carry out administrative, organisational and management tasks related to the operation and maintenance of the condominium.

**4. CLASSIFICATION OF THE VOCATIONAL TRAINING ACCORDING TO THE ISCED
FIELDS OF EDUCATION AND TRAINING (ISCED-F)**

0413 Management and administration

(*) Explanatory notes:

¹ In the original language. | ² The translation of the designation is provided for information purposes only. | ³ Fill it out if necessary. The certificate supplement provides additional information on the qualification but have no legal value in itself. The format of the description is in conformity with Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the authority issuing the certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry for Innovation and Technology															
Level of the certificate (national or international) NQF level: 4 EQF level: 4 Digital Competence Framework level: 4	Grading scale / Pass requirements Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail															
Certificate number: CXK A Serial number: 123456 Certificate issue date: 2023.12.07	Designation of the theoretical and practical subjects of the vocational qualification examination and their grades according to a five-grade scale <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td colspan="3">written</td> </tr> <tr> <td style="width: 80%;">Condominium management written examination</td> <td style="width: 10%; text-align: center;">100%</td> <td style="width: 10%; text-align: center;">5</td> </tr> <tr> <td colspan="3">project exercise</td> </tr> <tr> <td>Condominium management plan</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Result of the qualification examination</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> </table>	written			Condominium management written examination	100%	5	project exercise			Condominium management plan	100%	5	Result of the qualification examination	100%	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 Government Decree 319/2020 (VII. 1.) on the amendment of Government Decree 12/2020 (II. 7.) on the Implementation of the Vocational Education and Training Act, Government Decree 11/2020 (II. 7.) on the Implementation of the Act on Adult Education.																

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of the sectoral basic training and the theoretical and practical vocational training	Distribution of programme elements in percentage
Total duration of the education/training	360 hours
<p>Entry requirements:</p> <ul style="list-style-type: none">- Educational prerequisite: secondary school-leaving certificate <p>Further information:</p> <p>WRITTEN EXAMINATION EXERCISES</p> <ul style="list-style-type: none">Economic knowledgeCondominium lawCivil law knowledgeTechnical knowledgeBasic organisation and communication concepts <p>PROJECT EXERCISES</p> <ul style="list-style-type: none">Preparation of condominium management plansProfessional discussionSpecificationChanges in joint and individual propertyEconomic and financial situation of the propertyProposal for the utilisation of common condominium elementsDraft budget for the condominium <p>You can find more information on the Programme and System Requirements in the following link: https://ikk.hu This certificate supplement was elaborated in accordance with the programme requirements registered by the minister responsible for VET.</p> <p>National Reference Point: National Office of Vocational Education and Training and Adult Learning: https://nrk.nive.hu</p>	

Head of Examination Organiser:
Issue date: 2023.12.07

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