

**1. TITLE OF THE PROFESSION**

10884001 Ingatlankezelő

**2. TRANSLATED TITLE OF THE PROFESSION**

Property manager

(THIS TRANSLATION HAS NO LEGAL STATUS)

**3. PROFILE OF SKILLS AND COMPETENCES**

- prepare, under a service contract and in the light of the characteristics of the property, a technical proposal for the maintenance, development and management of the property based on economic analyses, and provide advice on property investment;
- perform the functionally defined property management, operation and oversight tasks;
- independently set out the conditions for the smooth, cost-effective operation of the property under normal circumstances, taking into account the specific legal environment and the requirements of property owners related to properties of different functions (office building, assembly hall, residential building, mixed-use property, etc.);
- propose a process for the planned technical maintenance and refurbishment work, organise the tasks required to carry them out, cooperate with partners in charge of execution and supervise their work;
- develop and operate a technical monitoring system for the property;
- be in charge of the operation of the security system for the property under their responsibility and take measures to ensure life safety, fire prevention and property protection;
- liaise with utility companies and authorities;
- make technical proposals for the maintenance, development and management of the property, and provide advice on property investment;
- assist the owner of the building in achieving financial and asset management goals;
- assist in tenant portfolio management work, market segmentation, and in working out tenant retention and attraction strategies;
- plan and control the management of the property;
- prepare accounts and reports on the financial situation of the property;
- keep abreast of legislative changes and monitor technical (architectural, building services engineering, environmental) developments.

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

1088 Interdisciplinary programmes involving services

**(\*) Explanatory notes:**

<sup>1</sup> In the original language. | <sup>2</sup> The translation of the designation is provided for information purposes only. | <sup>3</sup> 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

<b>Name and status of the authority issuing the certificate</b>	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>  Ministry for Innovation and Technology																		
<b>Level of the certificate (national or international)</b>  NQF level: 4  EQF level: 4  Digital Competence Framework level: 4	<b>Grading scale / Pass requirements</b>  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	<b>Designation of the theoretical and practical subjects of the vocational qualification examination and their grades according to a five-grade scale</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td colspan="3"><b>written</b></td> </tr> <tr> <td style="width: 80%;">Basics of property 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"><b>project exercise</b></td> </tr> <tr> <td>Basics of property management – final paper and presentation</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="3"><b>Result of the qualification examination</b></td> </tr> <tr> <td></td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> </table>	<b>written</b>			Basics of property management – written examination	100%	5	<b>project exercise</b>			Basics of property management – final paper and presentation	100%	5	<b>Result of the qualification examination</b>				100%	5
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<b>Access to next level of education/training</b>	<b>International agreements</b>																		
<b>Other information concerning the vocational training process</b>  Act CXXXIII of 2003 on condominiums Government Decree 499/2017 (XII. 29.) on the detailed rules of condition for the business activities of condominium managers, property managers, real estate agents, real estate appraisers and agents and on registration																			
<b>Legal basis</b>  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><b>Entry requirements:</b></p> <ul style="list-style-type: none"><li>- Educational prerequisite: secondary school-leaving certificate</li><li>- Vocational prerequisite: condominium manager qualification</li></ul> <p><b>Further information:</b></p> <p>WRITTEN EXAMINATION EXERCISES</p> <p>Legal knowledge</p> <p>Assessment of basic technical knowledge related to properties</p> <p>Basics of property management</p> <p>Property development and return on investment (ROI) calculation</p> <p>PROJECT EXERCISES</p> <p>Preparation of the final paper</p> <p>Presentation and defence of the final paper</p> <p>You can find more information on the Programme and System Requirements in the following link: <a href="https://ikk.hu">https://ikk.hu</a></p> <p>This certificate supplement was elaborated in accordance with the programme requirements registered by the minister responsible for VET.</p> <p><b>National Reference Point: National Office of Vocational Education and Training and Adult Learning: <a href="https://nrk.nive.hu">https://nrk.nive.hu</a></b></p>	

Head of Examination Organiser: Issue date: 2023.12.07	SEAL
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