

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

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf  
Kaufmann in der Grundstücks- und Wohnungswirtschaft/ Kauffrau in der  
Grundstücks- und Wohnungswirtschaft**

(1) in original language

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)(1)**

**Final examination in the state-recognized training occupation  
Real estate management clerk (m/f)**

(1) This translation has no legal status.

**3. PROFILE OF SKILLS AND COMPETENCES**

- Be in possession of extensive real estate management skills such as a knowledge of real estate, construction and rent law, tax and contract law as applicable to constructions, and also an understanding of the occupation-related provisions of real estate agency, construction development and competition law
- Be in possession of skills in monitoring and analysing the market with a view to developing appropriate marketing strategies and possess a sound knowledge of accounting in order to identify key indicators for planning and controlling purposes
- Perform occupational tasks in an autonomous and customer-oriented basis manner within the framework of predetermined corporate objectives
- Display competence in both occupation-specific and general commercial matters
- Recognise commercial correlations and have an understanding of organisational work processes
- Be capable of assessing the impact of activities on other functional areas and use modern information and communication technologies in carrying out tasks
- Display professional, methodological and social competence and problem-solving, communication and cooperation skills
- Display flexibility and creativity
- Display a sense of initiative and responsibility
- Be in possession of detailed knowledge of the company's products and services and those of its competitors and also understand the importance of the real estate business within the economy as a whole
- Be informed about important factors which can affect the field of business and have an understanding of environmental protection and the importance of operations control and modern business management

**4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE (1)**

Real estate management clerks work in the residential and commercial property sector for such companies as estate agents and property developers.

(1) if applicable

**(\*) Explanatory notes**

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: 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: [www.europass.cedefop.eu.int/transparency](http://www.europass.cedefop.eu.int/transparency)

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the body awarding the certificate</b> Chamber of Industry and Commerce	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Chamber of Industry and Commerce
<b>Level of the certificate (national or international)</b> ISCED 3B	<b>Grading scale / Pass requirements</b> 100-92 points = 1 = excellent 91 - 81 points = 2 = good 80 - 67 points = 3 = average 66 - 50 points = 4 = pass 49 - 30 points = 5 = poor 29 - 0 points = 6 = fail  A total of at least 50 grade points are required to pass the examination.
<b>Access to next level of education / training</b> Specialist commercial clerk for real estate ownership, business economist (state certified) for residential real estate and mortgages, business economist in controlling, certified senior clerk in real estate	<b>International agreements</b> In the field of vocational training, joint declarations on the comparability of qualifications obtained in the respective vocational training systems have been signed on the basis of bilateral agreements concluded between Germany and France and between Germany and Austria.
<b>Legal basis</b> Ordinance on Initial Vocational Education and Training in the Occupation of Real estate management clerk (m/f) of 03/11/1996 (Federal Law Gazette, Part I, p 462) Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, KMK, of 08.12.1995), (Federal Gazette, No 111a of 19.06.1996)	

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Final examination administered by the competent body: <ol style="list-style-type: none"> <li>1. after completion of dual training in a company and at part-time vocational school (normal procedure)</li> <li>2. after retraining in a recognized training occupation</li> <li>3. as an external examination for working people without formal vocational qualifications or persons who have been trained at full-time vocational schools or other vocational training institutions</li> </ol>
<b>Additional information</b> <b>Entry requirements:</b> Entry requirements are not governed by legislation; as a rule, young people are admitted after completing (nine or ten years of) general education. <b>Duration of training:</b> 3 years. <b>Training in the "dual system":</b> Teaching of the knowledge, skills and competences needed for an occupation is based on the typical requirements of work and business processes and prepares the trainees for a specific job. <b>The training is provided in a company and at part-time vocational school:</b> In the company, the trainees acquire practical skills in a real working environment. On one or two days per week, the trainees attend part-time vocational school, where they are taught general and vocational knowledge related to their training occupation.  <b>More information</b> is available at: <a href="http://www.berufenet.arbeitsagentur.de">www.berufenet.arbeitsagentur.de</a>  <b>National Europass Centre</b> <a href="http://www.europass-info.de">www.europass-info.de</a>