Vocational training in Germany (Ausbildung)

Real estate clerk (Immobilienkaufmann/-frau)

Immobilienkaufmann / Immobilienkauffrau

You manage, let and sell homes and commercial property: a 36-month training, paid from the first year, mixing office work, viewings and client care.

LEVEL	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate	**3 years**	**B2**	**€1,170 to €1,390**
required	36 months	required level	gross / month, during the training

We are by your side from day one until you arrive in Germany.

GERMANY
+49 (0) 7033 694 18 80

CAMEROON
+237 622 20 81 64

www.campus-allemagne.org

Douala office : Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

View the full sheet online

THE OCCUPATION IN 30 SECONDS

What a real estate clerk does

The Immobilienkaufmann manages buildings and land, lets, buys, sells or brokers them, organising viewings, contracts and budgets.

Let and sell

Organise viewings, prepare tenancy agreements and handle negotiations with clients.

Manage

Advise tenants and owners, process damage reports and arrange repairs.

Calculate

Draw up budgets, service-charge statements and profitability calculations for a property.

This occupation is for you if…

- ✓ you enjoy negotiating and persuading with integrity
- ✓ you are comfortable with clients in writing and in person
- ✓ you like organising files and appointments
- ✓ you accept hours that sometimes fall in the evening or at weekends

Less suitable if…

- – you dislike working at a screen
- – you dislike contracts and figures
- – you want fixed hours every day

A TYPICAL DAY IN THE WORKSHOP

08:30 **Reviewing files** : Look through client requests and property listings before planning the day.

10:00 **Viewing a flat** : Show a flat to a prospective tenant and answer questions about the property.

12:30 **Preparing a contract** : Draft a tenancy agreement ready for signature and check the documents required.

14:00 **Reporting damage** : Process a tenant's damage report and arrange for a contractor to attend.

15:30 **Service-charge calculation** : Prepare a service-charge statement and check the payments received.

17:00 **Team meeting** : Review the properties in progress and share out tomorrow's tasks.

Letting and selling property · Building management · Tenancy agreements · Profitability calculations · Bookkeeping and budgets · Building maintenance · Condominium law basics · Negotiation · People skills · Accuracy · Organisation · Perseverance

THE TRAINING

How the Ausbildung works

In Germany you learn by working: this is the “dual system”. You are an employee of a company and a student at a vocational school (Berufsschule) at the same time.

3 to 4 days a week at the company | **1–2 days school**

Year 1

Basics and letting

- Bookkeeping and organisation
- Letting homes
- Basic marketing

Year 2

Management and sales

- Condominiums, commercial units
- Building maintenance
- Sales and brokerage

Year 3

Building and options

- Works and financing
- 2 options chosen in the contract
- Final exam

Exams and qualification

A written intermediate exam (Zwischenprüfung) of up to 120 minutes takes place in the middle of the second year. The final exam has three written papers (real estate, commercial control and documentation, economics and social studies) and a client conversation or team meeting of up to 30 minutes, under the authority of the Chamber of Commerce and Industry (IHK). You receive the IHK final certificate.

YOU ARE PAID DURING THE TRAINING

What you need to apply

- ✓ Baccalaureate level is required.
- ✓ The required level is B2. Good technical vocabulary for the trade is a real plus.
- ✓ The work is mostly office-based at a screen, with site visits for viewings and handovers; hours can include evenings and weekends.

Documents to prepare

- ✓ CV and cover letter in German
- ✓ Translated baccalaureate diplomas and transcripts
- ✓ German B2 level certificate

AFTER THE TRAINING

Where it can lead

STRAIGHT AWAY

Qualified real estate clerk

Jobs with housing companies, developers, estate agents or property departments.

WITH EXPERIENCE

Property manager

Look after a portfolio of properties or run construction and renovation projects.

LONGER TERM

Immobilienfachwirt or degree

Take the Immobilienfachwirt (real estate specialist) or a Bachelor in real estate economics.

YOUR PATHWAY WITH CAMPUS GERMANY

We are by your side from day one until you arrive in Germany

1

CHECK MY ELIGIBILITY

Take the test online or at the office

The eligibility test is done online on our website, or by visiting our Douala office directly.

2

TALK TO AN ADVISOR

Talk to our team

Germany: **+49 (0) 7033 694 18 80**
Cameroon: **+237 622 20 81 64**

3

PREPARE YOUR GERMAN

DZK, our language centre

Deutschzentrum KAGEDEV (DZK) is our own language centre in Douala. Outside Douala: partner language centres, call us to find the nearest one.

4

GET THE CONTRACT

AZUFA is always us

AZUFA is our platform: it connects you with German companies that recruit apprentices and follows your application through to the training contract.

Douala office

Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

From German A1 to the first day of training in Germany

Each step is run by one of our structures. You keep the same contact from start to finish.

1 — **Check my eligibility**
The test is done online on our website or at our Douala office.
RUN BY CAMPUS GERMANY

2 — **Talk to an advisor**
Review your profile, your wishes and the chosen occupation.
RUN BY CAMPUS GERMANY

3 — **Learn German, from A1 to B2**
Courses adapted to your starting level, up to the required B2 level. In Douala at our own language centre; elsewhere, with our partner centres.
RUN BY DZK

4 — **Prepare the application file**
CV and cover letter in German, translated baccalaureate diplomas and transcripts, B2 level certificate.
RUN BY CAMPUS GERMANY

5 — **Find the company and sign the training contract**
We connect you with German companies that recruit apprentices, and follow your application through to the contract.
RUN BY AZUFA

6 — **Prepare the visa and paperwork**
Support to gather the documents and complete the administrative steps.
RUN BY CAMPUS GERMANY

7 — **Prepare your departure and settling in**
Travel, housing and first steps in Germany: we prepare you before you leave.
RUN BY KAGEDEV E.V.

8 — **First day of training in Germany**
You arrive prepared and supported, with a team that has known you since day one.
RUN BY AZUFA

Contact us

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