

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

55 3434 01 AGRÁRKERESKEDELMI MENEDZSERASSZISZTENS

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)**AGRICULTURAL SALES MANAGER ASSISTANT  
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES****A typical holder of the certificate is able to:**

- perform organising, assistant's and administrator's tasks in various economic sectors (agriculture and trade) in the area of distribution, procurement and sales;
- independently organise and manage the purchase and procurement process, as well as the trade and foreign trade process of semi-finished and finished products;
- organise and manage the activity of small and medium-sized enterprises (including bank financing, marketing, sales and financial settlement);
- integrate the process ranging from raw material procurement to the release of the finished product in the corporate and entrepreneurial sphere;
- creatively adapt to the changing market environment, in accordance with the international requirements, including the practice of the European Union.

**4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE**

1349 Managers of other sub-units carrying out functional activity

**(\*) 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

<p><b>Name and status of the institute issuing the certificate</b></p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>In the case of vocational qualifications belonging to the competence of the Ministry of Agriculture and Regional Development (FVM), a vocational qualification-related independent professional committee commissioned by the FVM</p>																												
<p><b>Level of the certificate (national or international)</b></p> <p><b>Level of vocational qualification according to the National Qualification Register:</b> 55 Higher level vocational qualification based on the baccalaureate.</p> <p><b>ISCED97 code:</b> 5B</p>	<p><b>Grading scale / Pass requirements</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Five -grade:</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 75%;">excellent</td> </tr> <tr> <td></td> <td style="text-align: center;">4</td> <td>good</td> </tr> <tr> <td></td> <td style="text-align: center;">3</td> <td>satisfactory</td> </tr> <tr> <td></td> <td style="text-align: center;">2</td> <td>pass</td> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td>fail</td> </tr> </table> <p>Vocational qualification examination after the completion of vocational training</p> <p>Parts of the examination: - Vocational theory - Vocational practice</p> <p>A successful vocational qualification examination requires a pass grade both in vocational theory and practice.</p>	Five -grade:	5	excellent		4	good		3	satisfactory		2	pass		1	fail													
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<p><b>Certificate number:</b> PT K</p> <p><b>Serial number:</b> 123456</p> <p><b>Certificate issue date:</b> 2015.01.15</p>	<p><b>Description of vocational theoretical and practical subjects and their grades according to the five-grade scale</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>1. Grades of vocational theoretical examination subjects</b></td> </tr> <tr> <td colspan="2">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 80%;">Diploma Work</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Grade of Written Examination</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2">Topics/subjects of oral examination</td> </tr> <tr> <td>Economic studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Marketing</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Entrepreneurship and Commerce</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2"><b>2. Assessment of vocational practical preparedness</b></td> </tr> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td>Complex Computation Studies (Computer Operation, Single-Entry Bookkeeping, Economic Calculations)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Knowledge of Plant Products, Products and Materials</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td style="text-align: center;">5</td> </tr> </table>	<b>1. Grades of vocational theoretical examination subjects</b>		Topics/subjects of written examination		Diploma Work	5	Grade of Written Examination	5	Topics/subjects of oral examination		Economic studies	5	Marketing	5	Entrepreneurship and Commerce	5	Grade of Vocational Theory	5	<b>2. Assessment of vocational practical preparedness</b>		Subjects of practical examination		Complex Computation Studies (Computer Operation, Single-Entry Bookkeeping, Economic Calculations)	5	Knowledge of Plant Products, Products and Materials	5	Grade of Vocational Practice	5
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<p><b>Access to next level of education/training</b></p> <p>To higher education</p>	<p><b>International agreements</b></p>																												
<p><b>Other information concerning the vocational training process</b></p>																													
<p><b>Legal basis</b></p> <p>Act LXXXVI of 1993 on Vocational Training, Decree 27/2001. (VII. 27.) OM of the Minister of Education on the amendment of Decree 7/1993. (XII.30.) MüM of the Minister of Labour on the National Qualification Register, Decree no. 26/2001. (VI.27.) OM of the Minister of Education on the general rules and rules of procedure of vocational examinations, Decree 64/1994. (XII.15.) of the Minister of Agriculture (FM) on publishing vocational requirements.</p>																													

## 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		2 years

### Entry requirements:

- Baccalaureate

### Further information:

#### MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Technology Skills

Crop Production 100 hours

Animal Husbandry 100 hours

Horticulture 100 hours

Economics

Micro-economics 100 hours

Macro-economics 100 hours

World Economics 100 hours

IT

Basic Information Technology Skills 100 hours

Word Processing and Spreadsheet Management 100 hours

Basic Network Studies 100 hours

Marketing

Basic marketing studies 100 hours

Marketing Research 100 hours

International Marketing 100 hours

legal studies

Basics of Law 100 hours

Economic law 100 hours

Commerce

Commercial and Distribution Studies 100 hours

Foreign trade skills 100 hours

Entrepreneurial studies

Financial skills 100 hours

Accounting 100 hours

Management Skills 100 hours

Designing 100 hours

Foreign Technical (Business) Language 100 hours

Fundamentals of the European Union 100 hours

#### MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Vocational training 100 hours

### Further information (including the description of the national grading method):

The basis of the grading system is a list of vocational and examination requirements compiled in accordance with uniform criteria and structure, issued in the form of legal regulation that includes the following:

- identification number and description of the vocational qualification as specified in OKJ and the relevant FEOR number,
- school and vocational prequalification required for the start of the training, aptitude and vocational competence requirements and prescribed practice,
- the most typical occupation or activity accessible to the holder of the vocational qualification certificate, the short job description, and the list of related vocational qualifications,
- the duration of the training required for the vocational qualification; maximum number of hours; the ratio of theoretical and practical training; the number of vocational training classes in the vocational training school; the duration of initial training period; the possibility of organising a grade examination assessing the efficiency of practical training,
- occupational requirements of vocational qualification,
- requirements pertaining to vocational examination.

The vocational and examination requirements will be classified by the occupational group committees of the National Qualification Register (OKJ) and by the National Council for Vocational Training, and subsequently they will be issued in the form of legal regulations.

Vocational and examination requirements are available at: <http://www.nive.hu>

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.

Head of Examination Organiser:

Issue date: 2015.01.15

SEAL

SAMPLE