

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

35-341-01 Boltvezető

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

Shop manager

(THIS TRANSLATION HAS NO LEGAL STATUS)

**3. PROFILE OF SKILLS AND COMPETENCES****A typical holder of the certificate is able to:**

- establish, operate, and terminate a small enterprise;
- Engage in marketing activities;;
- Oversee, organise and verify shop operations, ensure the safety of goods and property;;
- Organise and implement the procurement process;;
- Organise and execute inventory management and warehousing tasks, maintain inventory records and manage stocks;;
- Determine sale prices;;
- Verify invoices and the settlement of payments;;
- Perform banking transactions, handle cash and cheques;;
- Organise and implement the sales process;;
- Perform tasks related to the proper operation of a shop;;
- Ensure that personnel and material requirements are met;.

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

5111 Merchant

1333 Manager of commercial unit

**(\*) 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>Ministry for National Economy</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> 35 secondary vocational qualification add-ons, which are based on vocational qualifications requiring elementary school qualifications and may typically be obtained in formal education</p> <p><b>ISCED2011 code:</b> 3</p> <p><b>NQF level:</b> 3</p> <p><b>EQF level:</b> 3</p>	<p><b>Grading scale / Pass requirements</b></p> <p>Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail</p>																			
<p><b>Certificate number:</b> PT K</p> <p>Serial number: 123456</p> <p><b>Certificate issue date:</b> 2019.01.29</p>	<p><b>Results achieved at the examination and their proportion expressed in percentage in the complex mark</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Examination type</th> <th style="width: 45%;">name of the exam task</th> <th style="width: 10%;">grade</th> <th style="width: 25%;">proportion in evaluation expressed in percentages</th> </tr> </thead> <tbody> <tr> <td>Oral examination</td> <td>Tasks related to the establishment and operation of small enterprises</td> <td style="text-align: center;">5</td> <td style="text-align: center;">40.00</td> </tr> <tr> <td>Practical examination</td> <td>Managerial tasks related to the planning and analysis of commercial activities</td> <td style="text-align: center;">5</td> <td style="text-align: center;">60.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td style="text-align: center;">5</td> <td></td> </tr> </tbody> </table>				Examination type	name of the exam task	grade	proportion in evaluation expressed in percentages	Oral examination	Tasks related to the establishment and operation of small enterprises	5	40.00	Practical examination	Managerial tasks related to the planning and analysis of commercial activities	5	60.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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<p><b>Access to next level of education/training</b></p> <p>to secondary 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 CLXXXVII of 2011 on Vocational Training Decree 27/2012 (27 August) of the Minister for National Economy on the professional and examination requirements of vocational qualifications falling within the competence of the Minister for National Economy.</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		360 hours
<p><b>Entry requirements:</b> - Vocational prerequisites: 34 341 01 Salesperson</p> <p><b>Vocational requirement modules:</b> 11508-12 Planning, managing and analysing commercial activities 11394-12 Operating small enterprises</p> <p>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.</p> <p><b>National Reference Point – NSZFH – <a href="http://nrk.nive.hu">http://nrk.nive.hu</a></b></p>		
Head of Examination Organiser: Issue date: 2019.01.29		<b>SEAL</b>