

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

54 345 06 0000 00 00 Személyügyi gazdálkodó és fejlesztő

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

- apply and use the general vocational basic knowledge and skills;
- study, interpret and use the general legal acts and those related to labour affairs, occupation and social policy;
- solve fundamental economic tasks (accounting, finance, statistics, taxation);
- solve general social benefit tasks, ensure that he forms of benefit are realised;
- perform general administration tasks using technical equipment and methods;
- determine the client's communication behaviour, initiate, create and maintain interpersonal communication;
- draw up a human resources strategy;
- ensure the required workforce level and composition;
- collaborate in the solving of the tasks in connection with personnel activities using new types of personnel affairs methods;
- examine the effectiveness of employment;
- collaborate in the elaboration and application of a salary and incentive system;
- plan and organise employee training;
- participate in solving social and welfare tasks;
- perform data provision and statistics tasks;
- collaborate in the practical realisation of local and regional interest representation.

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

2523 Human resources policy organiser

**(\*) 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		
<b>Name and status of the institute issuing the certificate</b>	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>  In the case of vocational qualifications belonging to the competence of the Ministry of Social Affairs and Labour (SZMM), a vocational qualification-related independent professional committee commissioned by the SZMM	
<b>Level of the certificate (national or international)</b>  <b>Level of vocational qualification according to the National Qualification Register:</b> 54 Higher level vocational qualification entitling the holder to fill positions characteristically requiring intellectual work, which is based on the input competence determined in the vocational and examination requirements, on preliminary vocational qualification or on the baccalaureate.  <b>ISCED97 code:</b> 4CV	<b>Grading scale / Pass requirements</b>  The average of the percentage of the performance achieved per examination part, taking into consideration the vocational and examination requirements, expressed as a grade: 81-100%      excellent (5) 71-80%      good (4) 61-70%      satisfactory (3) 51-60%      pass (2) 0-50%      fail (1)	
	The code and name of the vocational requirement module, and the result achieved in the examination part associated with the requirement module expressed in %:	
<b>Certificate number:</b>  PT K  <b>Serial number:</b>  123456	0743-06 The regulation background to the provision of personnel, labour market, health insurance and wages tasks, administrative solutions and methods  0744-06 Human resources management, human resource development, economic and management tasks  0749-06 Human resource management strategy tasks, organisation development tasks and development tasks serving the efficient employment of human resources  0752-06 Analytical and development tasks in connection with employment policy and human resource management	100%  100%  100%  100%
<b>Certificate issue date:</b>  2021.06.18	<b>The performance of the examinee achieved at the vocational examination expressed in %:</b>  <b>The performance of the examinee achieved at the vocational examination expressed as a grade:</b>	100%  5
<b>Access to next level of education/training</b>  To Higher education	<b>International agreements</b>	
<b>Other information concerning the vocational training process</b>		
<b>Legal basis</b>  Act LXXVI of 1993 on Vocational Training, Regulation no. 21/2007. (V. 21.) SZMM.		

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: 65 % Practice: 35 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		600 hours
<p><b>Entry requirements:</b> Baccalaureate</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>		
<p>Head of Examination Organiser: Issue date: 2021.06.18</p>		SEAL