

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

55 346 02 0010 55 02 Titkárságvezető

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Head of secretariat

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- perform typing tasks using a word processor, by touch-typing;
- prepare official documents, letters and other documents electronically;
- operate office, IT and communication devices;
- perform archiving and document management tasks;
- search for, download, forward and process electronic data and information;
- manage databases;
- maintain relationship in Hungarian and a foreign language by means of written, verbal or electronic communication;
- perform administrative tasks in Hungarian and a foreign language;
- prepare, edit and get ready documents in a foreign language for events;
- take part in the preparations and implementation of events, communicate in a foreign language, maintain relationship with partners;
- coordinate things to do in relation to tenders, projects and events;
- direct secretariat management and organisational tasks (work affairs, quality management, event organisation, PR, etc.);
- maintain and manage the relationships of the secretariat as an organisation;
- arrange, manage and supervise office administration tasks.

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

3601 General assistant

(*) 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>Name and status of the institute issuing the certificate</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>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</p>											
<p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 55 Higher level vocational qualification based on the baccalaureate.</p> <p>ISCED97 code: 4CV</p>	<p>Grading scale / Pass requirements</p> <p>The average of the percentage of the performance achieved per examination part, taking into consideration the vocational and examination requirements, expressed as a grade:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">81-100%</td> <td style="width: 70%;">excellent (5)</td> </tr> <tr> <td>71-80%</td> <td>good (4)</td> </tr> <tr> <td>61-70%</td> <td>satisfactory (3)</td> </tr> <tr> <td>51-60%</td> <td>pass (2)</td> </tr> <tr> <td>0-50%</td> <td>fail (1)</td> </tr> </table>		81-100%	excellent (5)	71-80%	good (4)	61-70%	satisfactory (3)	51-60%	pass (2)	0-50%	fail (1)
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71-80%	good (4)											
61-70%	satisfactory (3)											
51-60%	pass (2)											
0-50%	fail (1)											
	<p>The code and name of the vocational requirement module, and the result achieved in the examination part associated with the requirement module expressed in %:</p>											
<p>Certificate number: PT K</p> <p>Serial number: 123456</p>	<p>2559-06 Manage and prepare files and documents</p>	<p>100%</p>										
	<p>2563-06 Organise secretariat events and projects</p>	<p>100%</p>										
	<p>2564-06 Perform secretariat management and organisation tasks in the administrative field</p>	<p>100%</p>										
	<p>2565-06 Communicate in a foreign language during work at the secretariat</p>	<p>100%</p>										
	<p>2566-06 Organise the administrative affairs of the secretariat</p>	<p>100%</p>										
<p>Certificate issue date: 2021.06.18</p>	<p>The performance of the examinee achieved at the vocational examination expressed in %:</p>	<p>100%</p>										
	<p>The performance of the examinee achieved at the vocational examination expressed as a grade:</p>	<p>5</p>										
<p>Access to next level of education/training Higher education</p>	<p>International agreements</p>											
<p>Other information concerning the vocational training process</p>												
<p>Legal basis Act LXXVI of 1993 on Vocational Training, Regulation no. 21/2007. (V. 21.) SZMM.</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: 30 % Practice: 70 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2000 hours
Entry requirements: GCE 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. National Reference Point – NSZFH – http://nrk.nive.hu		
Head of Examination Organiser: Issue date: 2021.06.18		SEAL