

**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 administrative tasks;
- operate administrative technical devices and equipment;
- take part in the organisation of events;
- perform tasks to maintain relationship by verbal communication;
- perform typing tasks at the secretariat;
- perform administrative tasks at the secretariat;
- coordinate the protocol work;
- organise events and programmes;
- perform management-related tasks;
- take part in the performing of personnel-related tasks under professional guidance;
- act as a personal assistant;
- elaborate the quality management elements of administrative work;
- perform managerial tasks in the administrative field;
- perform secretarial tasks in a foreign language;
- organise and management administrative processes;
- take part in the operation of the automated office.

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 Ministry of Social Affairs and Labour Decree 15/2008 (VIII. 13.) on the professional and examination criteria of vocational courses, Act LXXVI of 1993 on Vocational Training.</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