

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

54 322 01 0000 00 00 Segédkönyvtáros

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Assistant librarian

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- Participate in operating the library, in performing tasks shared by public collections;
- Participate in preparing strategic plans, work plans, reports, preparing the budget plan, monitoring tender invitations, preparing and accounting for tenders;
- Keep and maintain storage registers, catalogues, take inventories, select for discarding, participate in the work of the reference department, perform information, technical, registration and administrative tasks relating to borrowing;
- Handle registration fees and late charges, keep the reference department's statistics, operate the technical equipment in the library;
- Provide information, organise events for the reading public, participate in electronic document supply and in providing information on the internet;
- Participate in monitoring tender invitations, preparing and accounting for tenders.

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

3711 Library 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

Name and status of the institute issuing the certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate In the case of vocational qualifications belonging to the competence of the Ministry of Education and Culture (OKM), a vocational qualification-related independent professional committee commissioned by the OKM	
Level of the certificate (national or international) Level of vocational qualification according to the National Qualification Register: 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. ISCED97 code: 4CV	Grading scale / Pass requirements 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 %:	
Certificate number: PT K Serial number: 123456	1524-06 Sharing tasks between public collections 1525-06 Library operation 1526-06 Library collection management 1527-06 Library collection maintenance 1528-06 Library technical services 1529-06 Library reader services 1530-06 Library information services	100% 100% 100% 100% 100% 100%
Certificate issue date: 2021.06.18	The performance of the examinee achieved at the vocational examination expressed in %: The performance of the examinee achieved at the vocational examination expressed as a grade:	100% 5
Access to next level of education/training To higher education	International agreements	
Other information concerning the vocational training process		
Legal basis Act LXXVI of 1993 on Vocational Training, Decree 20/2008 (VII. 29.) OKM of Ministry of Education and Culture on the professional and examination criteria of vocational qualifications.		

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: 40 % Practice: 60 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		600 hours
Entry requirements: Baccalaureate 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