

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

52 347 03 0100 31 01 Számítógépes adatrögzítő

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

- Handle documents, document and administration technical equipment;
- Receive incoming documents according to local regulation;
- Document the process of document management;
- Prepare outgoing documents for forwarding;
- Take inventory and scrap according to his/her authorisation;
- Check the operability of tools and equipment used by him/her, provide accessory materials as required;
- Handle the computer and its accessories;
- Handle office technical equipment professionally (e.g. photocopier, dictating machine, projector, document shredder);
- Keep his/her working area and tools clean;
- Perform data entry tasks on the computer;
- Copy printed texts, manuscripts, corrected, overwritten and scanned documents, edit documents;
- Capture text after listening (e.g. voice recording, phone call) by typing;
- Perform document editing jobs;
- Upload data to tables and data bases, update and correct data;
- Produce statements and tables with spreadsheet programme;
- Retrieve data from data bases, perform simple filtering tasks;
- Handle and process data according to regulations;
- Maintain system level records;
- Display data in graphics and diagrams;
- Forward data and information.

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

4291 Customer information manager

(*) 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/>

©European Communities 2002 ©

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 Social Affairs and Labour (SZMM), a vocational qualification-related independent professional committee commissioned by the SZMM	
Level of the certificate (national or international) Level of vocational qualification according to the National Qualification Register: 52 Intermediate vocational qualification entitling the holder to fill positions requiring physical or 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	1605-06 Typing, word processing and spreadsheet management	100%
	1588-06 Data management, data processing	100%
	1604-06 Operating technical equipment for document management and administration	100%
Certificate issue date: 2021.06.18	The performance of the examinee achieved at the vocational examination expressed in %:	100%
	The performance of the examinee achieved at the vocational examination expressed as a grade:	5
Access to next level of education/training To secondary education	International agreements	
Other information concerning the vocational training process		
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.		

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		300 hours
<p>Entry requirements: Elementary school qualification attested by the completion of the eighth grade</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>National Reference Point – NSZFH – http://nrk.nive.hu</p>		
Head of Examination Organiser: Issue date: 2021.06.18		SEAL