

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

33 341 02 0100 31 01 Bolti pénztáros

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Checkout operator

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- Observe rules relating to accident and fire prevention, safety at work, environmental protection and quality control, prescriptions relating to hygiene, rules relating to accounting for and handling money, rules of labour law and the prescriptions of consumers; interest protection, and have such rules and prescriptions observed;
- Fulfil data supply and registration obligations;
- Take the necessary records and write business letters;
- Open, close and operate the store/site/showroom/ suiting prescriptions relating to security and property protection;
- Welcome customers;
- Observe the most important prescriptions relating to goods and property protection within the checkout operator's job;
- Take over and handle money, cash replacement money orders, meal tickets, arrange payment by card and issue invoices on the purchases as required;
- Hand over the amount due back to the customers and the receipt/invoice in accordance with the rules;
- Settle accounts at the end of the shift;
- Operate individual machine types skilfully;
- Check the condition, operation of the machine, replace the ink toner and ribbons, if necessary;
- Make out the bill and perform possible repairs;
- Handle other machines and equipment at the checkout operator's work station (bank card reader, barcode reader, electronic scales);
- Participate in taking inventories;
- Hand over goods to customers, wrap up goods depending on the profile and nature of goods.

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

4219 Cashiers, cash administrators in other areas

(*) 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 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: 33 Intermediate vocational qualification entitling the holder to fill positions requiring physical work, which is based on the input competence determined in the vocational and examination requirements or on the school qualification certified with the completion of the tenth grade. ISCED97 code: 3CV	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	0005-06 Regular operation of the retail unit	100%
	0411-06 The checkout operator's activity	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: 50 % Practice: 50 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		200 hours
Entry requirements: Elementary qualification certified by the completion of the eighth grade 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