

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

54 345 06 0100 52 01 Személyügyi ügyintéző

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)**

Human resources administrator

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- apply and use the general basic professional knowledge and skills;
- participate in the solving of social and welfare tasks;
- perform data provision and statistics tasks;
- draw up a HR strategy;
- ensure the required workforce level and its composition;
- collaborate in the solving of personnel activities with the application of new personnel methods;
- examine the efficiency of employment;
- collaborate in the elaboration and application of the compensation and incentive system;
- plan and organise the training of employees.

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

2523 Human resources policy organiser

**(\*) 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		
<b>Name and status of the institute issuing the certificate</b>		<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>  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
<b>Level of the certificate (national or international)</b> <b>Level of vocational qualification according to the National Qualification Register:</b>  <b>ISCED97 code:</b>		<b>Grading scale / Pass requirements</b>  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 %:
<b>Certificate number:</b>  PT K  <b>Serial number:</b>  123456	0750-06 Basic personnel administrator tasks in connection with employment and employees	100%
	0751-06 Human resource management planning, statistics, data handling administration tasks based on the labour market	100%
	0743-06 The regulation background to the provision of personnel, labour market, health insurance and wages tasks, administrative solutions and methods	100%
<b>Certificate issue date:</b>  2021.06.18	<b>The performance of the examinee achieved at the vocational examination expressed in %:</b>	100%
	<b>The performance of the examinee achieved at the vocational examination expressed as a grade:</b>	5
<b>Access to next level of education/training</b>  To higher education		<b>International agreements</b>
<b>Other information concerning the vocational training process</b>		
<b>Legal basis</b>  Act LXXVI of 1993 on Vocational Training, Act No. 23/2008. (VIII. 8.) PM.		

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: 60 % Practice: 40 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		350 hours
<p><b>Entry requirements:</b> Baccalaureate</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><b>National Reference Point – NSZFH – <a href="http://nrk.nive.hu">http://nrk.nive.hu</a></b></p>		
<p>Head of Examination Organiser: Issue date: 2021.06.18</p>		SEAL