

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

54 343 05 0100 52 01 Bérügyintéző

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)PAYROLL 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 general vocational knowledge and skills;
- study, interpret and use general and labour law legal acts in connection with employment and social policy;
- solve basic economics (accounting, financial, statistics, taxation) tasks;
- solve general social benefit tasks, ensure that the forms of benefit are realised;
- perform general administration tasks with technical equipment and methods;
- assess the client's communicative behaviour, initiate, create and maintain interpersonal communication;
- study and apply the specialist field knowledge;
- Perform wages accounting;
- document wages and benefits;
- issue employer and income certificates;
- determine contribution payment and contribution deduction obligations;
- submit data, draw up returns and records;
- provide data on taxpayers.

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

3604 Payroll and social security administrator

(*) 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:</p> <p>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.</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:</p> <p>PT K</p> <p>Serial number:</p> <p>123456</p>	<p>0743-06 The regulation background to the provision of personnel, labour market, health insurance and wages tasks, administrative solutions and methods</p>	<p style="text-align: center;">100%</p>										
<p>Certificate issue date:</p> <p>2021.06.18</p>	<p>The performance of the examinee achieved at the vocational examination expressed in %:</p>	<p style="text-align: center;">100%</p>										
<p>Access to next level of education/training</p> <p>Build-on qualification</p>	<p>International agreements</p>											
<p>Other information concerning the vocational training process</p>												
<p>Legal basis</p> <p>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: 70 % Practice: 30 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		200 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