

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

55 345 01 0010 55 07 Üzleti szakmenedzser

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Business Manager

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- Employ business administration and labour market, job-seeking techniques;
- Perform professional communication activity;
- Participate in the management of the company's domestic and international trade relationships;
- Manage trade companies, organise business operations;
- Establish, operate, reorganise and terminate a company;
- Organise the company's relationships with partners, seek out new financing opportunities;
- Plan, organise and analyse the process of turnover of goods, employ and evaluate marketing tools;
- Participate in the creation of the company's administration, incentive and communication systems, and in planning and organising financial management.

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

1349 Managers of other sub-units carrying out functional activity

(*) 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

<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: 55 Higher level vocational qualification based on the baccalaureate.</p> <p>ISCED97 code: 5B</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)										
81-100%	excellent (5)																					
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>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">2660-06 Managing commercial enterprises, organising operations</td> <td style="width: 20%; text-align: center;">100%</td> </tr> <tr> <td>2657-06 Use of information technology and economic foreign language</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>2659-06 Managing international commercial relations and economic processes</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>2656-06 Professional communication activity</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>2655-06 Application of business administration and labour market knowledge, and job-seeking techniques</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>0001-06 Establishing, operating, reorganising and terminating a business</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>2658-06 Managing enterprises</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>2667-06 Activities of the business manager</td> <td style="text-align: center;">100%</td> </tr> </table>	2660-06 Managing commercial enterprises, organising operations	100%	2657-06 Use of information technology and economic foreign language	100%	2659-06 Managing international commercial relations and economic processes	100%	2656-06 Professional communication activity	100%	2655-06 Application of business administration and labour market knowledge, and job-seeking techniques	100%	0001-06 Establishing, operating, reorganising and terminating a business	100%	2658-06 Managing enterprises	100%	2667-06 Activities of the business manager	100%	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">The performance of the examinee achieved at the vocational examination expressed in %:</td> <td style="width: 20%; text-align: center;">100%</td> </tr> <tr> <td>The performance of the examinee achieved at the vocational examination expressed as a grade:</td> <td style="text-align: center;">5</td> </tr> </table>	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
2660-06 Managing commercial enterprises, organising operations	100%																					
2657-06 Use of information technology and economic foreign language	100%																					
2659-06 Managing international commercial relations and economic processes	100%																					
2656-06 Professional communication activity	100%																					
2655-06 Application of business administration and labour market knowledge, and job-seeking techniques	100%																					
0001-06 Establishing, operating, reorganising and terminating a business	100%																					
2658-06 Managing enterprises	100%																					
2667-06 Activities of the business manager	100%																					
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																					
<p>Certificate issue date:</p> <p>2021.06.18</p>																						
<p>Access to next level of education/training</p> <p>To higher education</p>	<p>International agreements</p>																					
<p>Other information concerning the vocational training process</p> <p>Number of credits attainable: 120</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		2000 hours
Entry requirements: Secondary school leaving examination 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