

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

55 345 01 0010 55 01 Európai Unió üzleti szakügyintéző

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

- Apply business administration and labour market knowledge;
- Carry out professional communication activity;
- Participate in managing the company's international commercial relations;
- Establish, operate and terminate a company;
- Organise the company's relationship with EU partners, seek out EU funding opportunities;
- Plan, organise, analyse the trade process, use and evaluate marketing tools;
- Participate in establishing the company's administrative, incentive and communication system, and in planning and organising financial management;
- Participate in the preparation, conclusion and execution of foreign trade transactions and in the preparation and execution of international cooperation transactions;
- Organise the company's transportation, freight forwarding and logistics tasks and the company's marketing activity;
- Determine and document tasks necessary for compliance with quality requirements, tasks related to sales and communication issues, organise the implementation of plans.

**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/>

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## 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> 55 Higher level vocational qualification based on the baccalaureate.  <b>ISCED97 code:</b> 4CV	<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	2660-06 Managing commercial enterprises, organising operations  2661-06 European Union business administrator activity  2657-06 Use of information technology and economic foreign language  2659-06 Managing international commercial relations and economic processes  2656-06 Professional communication activity  0001-06 Establishing, operating, reorganising and terminating a business  2658-06 Managing enterprises  2655-06 Administration and labour market studies, job searching techniques	100%  100%  100%  100%  100%  100%  100%
<b>Certificate issue date:</b>  2021.06.18	<b>The performance of the examinee achieved at the vocational examination expressed in %:</b>  <b>The performance of the examinee achieved at the vocational examination expressed as a grade:</b>	100%  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, Regulation no. 21/2007. (V. 21.) SZMM.		

## 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		2 years
<b>Entry requirements:</b> 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. <b>National Reference Point – NSZFH – <a href="http://nrk.nive.hu">http://nrk.nive.hu</a></b>		
Head of Examination Organiser: Issue date: 2021.06.18		SEAL