

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

54 762 01 0010 54 03 Szociális, gyermek- és ifjúságvédelmi ügyintéző

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Social, child and youth protection administrator
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- perform basic social assistance tasks;
- perform administrative and file management tasks;
- administer social and child protection related cases;
- participate in the preparation of decisions;
- participate in the organisation and management of services.

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

3315 Social and child protection 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="text-align: right; padding-right: 10px;">81-100%</td> <td>excellent (5)</td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">71-80%</td> <td>good (4)</td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">61-70%</td> <td>satisfactory (3)</td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">51-60%</td> <td>pass (2)</td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">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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	<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: PT K</p> <p>Serial number: 123456</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">1356-06 Basic social assistance tasks</td> <td style="text-align: right; padding: 2px;">100%</td> </tr> <tr> <td style="padding: 2px;">1357-06 Administrative and file management tasks related to social assistance</td> <td style="text-align: right; padding: 2px;">100%</td> </tr> <tr> <td style="padding: 2px;">1358-06 Social and child protection administration</td> <td style="text-align: right; padding: 2px;">100%</td> </tr> <tr> <td style="padding: 2px;">1359-06 Preparation of decisions;</td> <td style="text-align: right; padding: 2px;">100%</td> </tr> <tr> <td style="padding: 2px;">1360-06 Organisation of services</td> <td style="text-align: right; padding: 2px;">100%</td> </tr> </table>	1356-06 Basic social assistance tasks	100%	1357-06 Administrative and file management tasks related to social assistance	100%	1358-06 Social and child protection administration	100%	1359-06 Preparation of decisions;	100%	1360-06 Organisation of services	100%	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">The performance of the examinee achieved at the vocational examination expressed in %:</td> <td style="text-align: right; padding: 2px;">100%</td> </tr> <tr> <td style="padding: 2px;">The performance of the examinee achieved at the vocational examination expressed as a grade:</td> <td style="text-align: right; padding: 2px;">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
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<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>Legal basis</p> <p>Act LXXVI of 1993 on Vocational Training, Ministry of Social Affairs and Labour decree no. 18/2009. (IX.10.) SZMM on the issue of the professional and examination requirements of vocational qualifications belonging to the sphere of authority of the minister of social affairs and labour.</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: 60 % Practice: 40 %	
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