

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

54 762 01 0001 54 01 Foglalkoztatás-szervező

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Employment coordinator

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- Identify the employment needs of service users, together with their aptitude for particular job components, as well as locally available opportunities to take part in quasi work sessions and their legal conditions;
- enhance the motivation of service users by informing them of employment opportunities;
- put in place underlying conditions for occupations and their availability;
- organise individually tailored workshops according to needs, age, type, severity of disability and state of health;
- ensure that motivating, humane and adequate working conditions are in place;
- teach service users practical knowledge and skills allowing them to tackle tasks expediently, effectively and successfully;
- elaborate and apply an individually tailored, motivating system of performance evaluation and rewards;
- record, use and sell products thus produced;
- obtain and draft documents needed for employment;
- participate in the conclusion of contracts and agreements;
- perform employment related administrative tasks.

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

3311 Social work assistant

(*) 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

Name and status of the institute issuing the certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate 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	
Level of the certificate (national or international) Level of vocational qualification according to the National Qualification Register: ISCED97 code:	Grading scale / Pass requirements 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 %:	
Certificate number: PT K Serial number: 123456	1850-06 Tasks related to the coordination of quasi work sessions	100%
Certificate issue date: 2021.06.18	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
Access to next level of education/training To higher education	International agreements	
Other information concerning the vocational training process		
Legal basis 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.		

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: 50 % Practice: 50 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		600 hours
<p>Entry requirements: Secondary school leaving examination; 54 762 01 0010 54 01 Rehabilitation educator, helper; 54 762 02 0010 54 02 Social work assistant;</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>National Reference Point – NSZFH – http://nrk.nive.hu</p>		
Head of Examination Organiser: Issue date: 2021.06.18		SEAL