

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

54 343 05 0000 00 00 Társadalombiztosítási és bérügyi szakelőadó

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)SOCIAL SECURITY AND PAYROLL ACCOUNTING MANAGER
(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 basic knowledge and skills;
- study, interpret and use general and labour law -related legal regulations relevant to employment and social policy;
- perform basic management (accounting, financial, statistical and taxation) duties;
- perform general social care duties, ensure the validation of care forms;
- perform general management tasks via technical equipment and methods;
- assess the communication behaviour of the client, initiate, establish and maintain interpersonal communication;
- study and apply the profession-specific studies of the given field;
- perform payroll calculation;
- set family allowance;
- document wages and benefits;
- perform duties related to private pension funds;
- prepare the establishment of the sum of a pension;
- provide data, prepare reports and records;
- provide data about 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

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: 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. ISCED97 code: 4CV	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	0743-06 The regulation background to the provision of personnel, labour market, health insurance and wages tasks, administrative solutions and methods 0753-06 Special duties related to health insurance and payroll 0754-06 Payroll administration tasks 0755-06 Special duties related to health insurance 0756-06 Common health insurance and wage administration tasks	100% 100% 100% 100%
Certificate issue date: 2021.06.18	The performance of the examinee achieved at the vocational examination expressed in %: The performance of the examinee achieved at the vocational examination expressed as a grade:	100% 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, The ministry responsible for the professional qualification in accordance with Act XLII of 2010.		

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		550 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