

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

52 344 02 0000 00 00 Vállalkozási ügyintéző

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Business administrator

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- Cooperate in the performance of administrative tasks related to the establishment and operation of companies
- Perform tasks related to bank accounts
- Perform tasks related to the petty cash
- Cooperate in the performance of tasks related to business financing
- Participate in the financing of investments, renovation, tenders and tasks
- Perform accounting related to financial and credit transactions
- Perform accounting tasks
- Perform sales-related tasks
- Perform accounting related to financial and credit transactions
- Keep analytic registers
- Settle production costs
- Cooperate in the preparation of different policies
- Keep financial registers
- Apply the provisions of the Labour Code with respect to the establishment or termination of employment of employees
- Perform administration related to salaries based on employment registers (payroll, registration of contributions, etc.)
- In possession of available information cooperate in the preparation of chapters of the company's business plan

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

3619 Other financial administrators

(*) 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 Finance (PM), a vocational qualification-related independent professional committee commissioned by the PM	
Level of the certificate (national or international) Level of vocational qualification according to the National Qualification Register: 52 Intermediate vocational qualification entitling the holder to fill positions requiring physical or 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	1968-06 Management	100%
	1969-06 Finance	100%
	1972-06 Book keeping and keeping of financial registers	100%
	1973-06 Tasks related to employees	100%
	1974-06 Preparation of a business plan	100%
	1980-06 Administrative tasks	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 Advancement to higher education	International agreements	
Other information concerning the vocational training process		
Legal basis 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: 60 % Practice: 40 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		1500 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