

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

55 812 01 0010 55 02 Vendéglátó szakmenedzser

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Catering manager

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- Apply knowledge related to administration and labour markets, and job seeking techniques,
- Perform professional communication activities,
- Organise IT activities,
- Manage businesses,
- Organise catering activities,
- Perform management tasks of a catering business,
- Provide accommodation and organise events,
- Perform touristic analysis and service provision,
- Monitor and assess the diverse system of tourism,
- Establish and make use of products of catering businesses,
- Perform his or her job by taking into account the service and contact-related characteristics of tourism,
- Operate touristic businesses efficiently.

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

1415 Executive of a small catering organisation (director, president, chief executive officer, manager)

3641 Travel advisor, organizer, tourist office executive

(*) 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: 55 Higher level vocational qualification based 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="width: 30%;">81-100%</td> <td>excellent (5)</td> </tr> <tr> <td>71-80%</td> <td>good (4)</td> </tr> <tr> <td>61-70%</td> <td>satisfactory (3)</td> </tr> <tr> <td>51-60%</td> <td>pass (2)</td> </tr> <tr> <td>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="width: 80%;">2655-06 Application of business administration and labour market knowledge, and job-seeking techniques</td> <td style="width: 20%; text-align: center;">100%</td> </tr> <tr> <td>2656-06 Professional communication activity</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>2657-06 Use of information technology and economic foreign language</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>2658-06 Managing enterprises</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>2413-06 Operative organisation of catering tasks</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>2414-06 Management tasks of a catering business</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>2415-06 Provision of accommodation and event management</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>2416-06 Touristic analysis and service provider activity</td> <td style="text-align: center;">100%</td> </tr> </table>	2655-06 Application of business administration and labour market knowledge, and job-seeking techniques	100%	2656-06 Professional communication activity	100%	2657-06 Use of information technology and economic foreign language	100%	2658-06 Managing enterprises	100%	2413-06 Operative organisation of catering tasks	100%	2414-06 Management tasks of a catering business	100%	2415-06 Provision of accommodation and event management	100%	2416-06 Touristic analysis and service provider activity	100%	
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<p>Certificate issue date: 2019.04.26</p>	<p>The performance of the examinee achieved at the vocational examination expressed in %:</p> <p style="text-align: center;">100%</p>																	
<p>Access to next level of education/training</p> <p>Advancement to higher education</p>	<p>International agreements</p>																	
<p>Other information concerning the vocational training process</p> <p>Amount of available credits: 120 credits</p>																		
<p>Legal basis</p> <p>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.</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: 40 % Practice: 60 %	
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: 2019.04.26		SEAL