

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

33 5223 01 ÜGYVITEL-TECHNIKAI MŰSZERÉSZ

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)BUSINESS MACHINE MECHANIC
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES****A typical holder of the certificate is able to:**

- carry out assembly, calibration, commissioning and quality control related tasks necessitated by the production process;
- locate and discover precision mechanical or electronic faults and the affected environment thereof in the case of office equipment;
- determine maintenance and repair tasks of office equipment and plan the performance of the work required;
- determine the optimal order of repair jobs observing the information detailed in the technical documentation, operation manual or service book of the office equipment or relying on professional experience, and execute the actual work;
- disassemble the office equipment or the given part, repair or replace the faulty component or part;
- assemble the equipment repaired and perform commissioning, show the customer the perfect operation of the equipment in question and deliver it to the user;
- assemble, repair, replace precision mechanical parts and units of the office equipment, carry out the required fitting and adjustment jobs;
- assist the operator of the office equipment in familiarising himself/herself with the correct use of the given piece of equipment as well as provide professional advice on the proper use and related maintenance jobs to be performed by the user.

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

7443 Electrotechnician

(*) 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 Education (ME), a vocational qualification-related independent professional committee commissioned by the ME</p>																																						
<p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 33 Intermediate vocational qualification entitling the holder to fill positions requiring physical work, which is based on the input competence determined in the vocational and examination requirements or on the school qualification certified with the completion of the tenth grade.</p> <p>ISCED97 code: 3CV</p>	<p>Grading scale / Pass requirements</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Five -grade:</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 75%;">excellent</td> </tr> <tr> <td></td> <td style="text-align: center;">4</td> <td>good</td> </tr> <tr> <td></td> <td style="text-align: center;">3</td> <td>satisfactory</td> </tr> <tr> <td></td> <td style="text-align: center;">2</td> <td>pass</td> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td>fail</td> </tr> </table> <p>Vocational qualification examination after the completion of vocational training Parts of the examination: - Vocational theory - Vocational practice</p> <p>A successful vocational qualification examination requires a pass grade both in vocational theory and practice.</p>	Five -grade:	5	excellent		4	good		3	satisfactory		2	pass		1	fail																							
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<p>Certificate number: PT K</p> <p>Serial number: 123456</p> <p>Certificate issue date: 2023.09.14</p>	<p>Description of vocational theoretical and practical subjects and their grades according to the five-grade scale</p> <p>1. Grades of vocational theoretical examination subjects</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 80%;">Electronic Circuits</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Digital Circuits</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Precision Mechanics</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Office Equipment</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">Grade of Written Examination</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2" style="text-align: center;">Topics/subjects of oral examination</td> </tr> <tr> <td>Electronic Circuits</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Digital Circuits</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Precision Mechanics</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Office Equipment</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Economic studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td style="text-align: center;">5</td> </tr> </table> <p>2. Assessment of vocational practical preparedness</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Subjects of practical examination</td> </tr> <tr> <td style="width: 80%;">Test Questions</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Service Tasks</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Electronics Tasks</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Measurement Tasks</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">Grade of Vocational Practice</td> <td style="text-align: center;">5</td> </tr> </table>	Topics/subjects of written examination		Electronic Circuits	5	Digital Circuits	5	Precision Mechanics	5	Office Equipment	5	Grade of Written Examination	5	Topics/subjects of oral examination		Electronic Circuits	5	Digital Circuits	5	Precision Mechanics	5	Office Equipment	5	Economic studies	5	Grade of Vocational Theory	5	Subjects of practical examination		Test Questions	5	Service Tasks	5	Electronics Tasks	5	Measurement Tasks	5	Grade of Vocational Practice	5
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<p>Access to next level of education/training</p> <p>After obtaining the baccalaureate 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, Decree 27/2001 (VII. 27.) OM of the Minister of Education on the amendment of Decree 7/1993 (XII. 30.) MüM of the Minister of Labour on the National Qualifications Register, Decree 26/2001 (VII. 27.) OM of the Minister of Education on the general rules and rules of procedure of vocational examinations, Decree 20/1996 (3.18.) of the Minister of Industry and Trade (IKM) on vocational and examination requirements of Business machine mechanic, Central programme approved by the Minister of Education (OM) under approval number 4868/97. III. 23.</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		2 years

Entry requirements:

- Completion of the tenth year

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Occupational safety and environmental protection	100 hours
Basic studies in economics	100 hours
Technical display	100 hours
Precision Mechanics	100 hours
Electrical Engineering	100 hours
Electronic Circuits	100 hours
Digital Engineering	100 hours
Office Equipment	100 hours
Technology Practice	100 hours
Circuit Applications	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Practice in Measurement	100 hours
Workshop Practice	100 hours
Continuous Summer Practical Training	100 hours

Further information (including the description of the national grading method):

The basis of the grading system is a list of vocational and examination requirements compiled in accordance with uniform criteria and structure, issued in the form of legal regulation that includes the following:

- identification number and description of the vocational qualification as specified in OKJ and the relevant FEOR number,
- school and vocational prequalification required for the start of the training, aptitude and vocational competence requirements and prescribed practice,
- the most typical occupation or activity accessible to the holder of the vocational qualification certificate, the short job description, and the list of related vocational qualifications,
- the duration of the training required for the vocational qualification; maximum number of hours; the ratio of theoretical and practical training; the number of vocational training classes in the vocational training school; the duration of initial training period; the possibility of organising a grade examination assessing the efficiency of practical training,
- occupational requirements of vocational qualification,
- requirements pertaining to vocational examination.

The vocational and examination requirements will be classified by the occupational group committees of the National Qualification Register (OKJ) and by the National Council for Vocational Training, and subsequently they will be issued in the form of legal regulations.

Vocational and examination requirements are available at: <http://www.nive.hu>

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: 2023.09.14

SEAL