

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

32 7862 02 TŰZELŐ-ÉS ÉPÍTŐANYAG-KERESKEDŐ II

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

- The holder of the certificate is able to:
- ensure the smooth trade of goods,
- ensure the smooth operation of the store,
- determine the range of goods offered for sale and the assortment,
- ensure the continuous supply of goods at the store/shop and arrange for their appropriate placement,
- develop the image of the store,
- recommend goods and increase customers' willingness to purchase,
- operate the machines and pieces of equipment in a safe and professional manner,
- provide information to customers on the characteristics and use of goods offered for sale,
- use the different units of measurement and parameters for various goods,
- protect the interest of consumers,
- carry out the required administrative operations (vouchering, invoicing, cash management, stock-taking),
- check the content and formal requirements of supply contracts as well as compliance with deadlines for their performance,
- check optimal stock levels and the aesthetic presentation of goods,
- check if vouchers and information notices related to the sale of goods prescribed by law are preserved appropriately,
- ensure the appropriate state of goods, fixtures and fittings entrusted to him/her and the condition of the premises,
- handle customer complaints,
- provide information to customers in a proper, professional and courteous manner

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE5111 Trader/ fuel and building material trader
1324 Manager of commercial unit**(*) 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:</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</p> <p>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">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 80%;">Written Examination</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Grade of Written Examination</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2">Topics/subjects of oral examination</td> </tr> <tr> <td>Commercial and Entrepreneurial Skills</td> <td style="text-align: center;">5</td> </tr> <tr> <td>General study of goods</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Specialised knowledge of goods</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2">2. Assessment of vocational practical preparedness</td> </tr> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td style="text-align: center;">5</td> </tr> </table>	Topics/subjects of written examination		Written Examination	5	Grade of Written Examination	5	Topics/subjects of oral examination		Commercial and Entrepreneurial Skills	5	General study of goods	5	Specialised knowledge of goods	5	Grade of Vocational Theory	5	2. Assessment of vocational practical preparedness		Subjects of practical examination		Grade of Vocational Practice	5
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<p>Access to next level of education/training</p> <p>to secondary 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 18/1995 (VI. 6.) IKM of the Minister of Industry and Trade on the vocational and examination requirements of the vocational qualification 'Fuel and building material trader II'.</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		500 hours

Entry requirements:

- vocational aptitude and prior vocational training upon the completion of Year 8 attested by a certificate

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Total Number of Hours: 100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Total Number of Practice Hours: 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

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