

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

34 8919 01 BIZTONSÁGSZERVEZŐ II.

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

- A typical holder of the certificate is able to:
- - ensure and continuously upkeep the conditions of safe operation, mostly in the field of educational and cultural institutions, perform provost duty, property guard, estate guard, fire prevention, labour safety and accident prevention tasks, as a complex task or separated tasks;
- - unless prohibited by any law, perform the similar activities of managing organizations according to his theoretical and practical preparedness;
- - make out and use in practice provost duty, property guard and estate guard regulations;
- - apply the methods of preventing crimes against private property;
- - organize and control the guard of properties;
- - make out the labour safety plan of the particular establishment;
- - help to create the conditions of safe and healthy work and continuously control their execution;
- - organize accident prevention and first aid courses;
- - identify personal and material needs of fire prevention and control their presence;
- - make out fire prevention regulation and fire alarm instructions for a particular establishment, perform fire prevention course;
- - make out civil defence plans and documents, organize trainings, perform civil defence educations, make out accident prevention plans;
- - apply regulations describing his vocational work.

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

5369 Other security service occupations

**(\*) 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><b>Name and status of the institute issuing the certificate</b></p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>In the case of vocational qualifications belonging to the competence of the Ministry of the Interior (BM), a vocational qualification-related independent professional committee commissioned by the BM</p>																																								
<p><b>Level of the certificate (national or international)</b></p> <p><b>Level of vocational qualification according to the National Qualification Register:</b></p> <p><b>ISCED97 code:</b> 3CV</p>	<p><b>Grading scale / Pass requirements</b></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><b>Certificate number:</b> PT K</p> <p><b>Serial number:</b> 123456</p> <p><b>Certificate issue date:</b> 2023.09.14</p>	<p><b>Description of vocational theoretical and practical subjects and their grades according to the five-grade scale</b></p> <p><b>1. Grades of vocational theoretical examination subjects</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: left;">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 80%;">Security and Property Guard, Guarding</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Fire Prevention</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Labour Safety, Health Care</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Civil Defence, Accident Prevention</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Economics, Management, Organization</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Legal Knowledge</td> <td style="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" style="text-align: left;">Topics/subjects of oral examination</td> </tr> <tr> <td>Security and Property Guard, Guarding</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Fire Prevention</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Labour Safety, Health Care</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Civil Defence, Accident Prevention</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Economics, Management, Organization</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Legal Knowledge</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" style="text-align: left;"><b>2. Assessment of vocational practical preparedness</b></td> </tr> <tr> <td colspan="2" style="text-align: left;">Subjects of practical examination</td> </tr> <tr> <td>Complex (Handling Fire Extinguishers, Security Situation Practices, Use of Labour Safety Devices, Use of Civil Defence Protective Equipments and Devices)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td style="text-align: center;">5</td> </tr> </table>	Topics/subjects of written examination		Security and Property Guard, Guarding	5	Fire Prevention	5	Labour Safety, Health Care	5	Civil Defence, Accident Prevention	5	Economics, Management, Organization	5	Legal Knowledge	5	Grade of Written Examination	5	Topics/subjects of oral examination		Security and Property Guard, Guarding	5	Fire Prevention	5	Labour Safety, Health Care	5	Civil Defence, Accident Prevention	5	Economics, Management, Organization	5	Legal Knowledge	5	Grade of Vocational Theory	5	<b>2. Assessment of vocational practical preparedness</b>		Subjects of practical examination		Complex (Handling Fire Extinguishers, Security Situation Practices, Use of Labour Safety Devices, Use of Civil Defence Protective Equipments and Devices)	5	Grade of Vocational Practice	5
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<p><b>Other information concerning the vocational training process</b></p>																																									

**Legal basis**

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 16/1994. (VII.8.) of the Minister of Cultural and Educational Affairs (MKM) on vocational and examination requirements of security organiser .

## 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		400 hours

**Entry requirements:**

- completion of the final year of secondary school or
- at least skilled worker qualification and certification of at least 3 -year-long employment period in security guard, property guard, fire prevention, labour safety or civil defence job.

**Further information:**

**MANDATORY VOCATIONAL THEORETICAL SUBJECTS**

Filled in by the exam organiser.

**MANDATORY VOCATIONAL PRACTICAL SUBJECTS**

Filled in by the exam organiser.

**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**