

1. TITLE OF THE CERTIFICATE (HU)

52 3435 05 TÁRSADALOMBIZTOSÍTÁSI ÜGYINTÉZŐ

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)SOCIAL SECURITY ADMINISTRATOR
(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: - perform on his/her own any social security-related activity in public administration, - perform the social security-related tasks of budgetary organisations, - manage social security obligations in any area of the private sector, - in all three areas: = taking measures concerning the assessment and disbursement of social security payments or cash benefits in the framework of social security, = taking legal remedy measures, = control the preparation of statistics and the keeping of external and internal registries, = responsible data reporting. - as main activity: administration related to health and old-age insurance at the central and regional administrative bodies of social security: = assessment of insurance and contribution payment liabilities, keeping current accounts, registration, audit, collection, enforcement, = health financing, sickness benefits, pension, pension audit, registration, disbursement, = legal remedies, = matters of equity, = customer services.

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

3604 Payroll and social security administrator

(*) 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	
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 Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail Vocational qualification examination after the completion of vocational training Parts of the examination: - Vocational theory - Vocational practice A successful vocational qualification examination requires a pass grade both in vocational theory and practice.	
Certificate number: PT K Serial number: 123456 Certificate issue date: 2023.09.14	Description of vocational theoretical and practical subjects and their grades according to the five-grade scale	
	1. Grades of vocational theoretical examination subjects	
	Topics/subjects of written examination	
	Social Security Cash Benefits	5
	Benefits in Kind	5
	Grade of Written Examination	5
	Topics/subjects of oral examination	
	Health Insurance Benefits and Procedures	5
	- Contribution and Coverage System - Pension - Benefits Pursuant to the Social Law - General Social Security Know-How	5
	Grade of Vocational Theory	5
	2. Assessment of vocational practical preparedness	
	Subjects of practical examination	
	Health Insurance	5
	Old-Age Insurance	5
Social Cash Benefits	5	
Grade of Vocational Practice	5	
Access to next level of education/training To 54 3435 04 social security specialised administrator advanced level vocational training or college training.	International agreements	
Other information concerning the vocational training process		
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 45/1999. (XII.13.) of the Ministry of Education (OM) on the conditions of commencing and continuing vocational training, Decree 16/1997. (IX.3.) of the Ministry of Labour (MüM) on vocational and examination requirements of social security specialised administrator.		

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		400 hours

Entry requirements:

- Baccalaureate

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

legal studies	100 hours
History of Social Security	100 hours
Coverage of Social Security Benefits	100 hours
Operation of Pay-Offices	100 hours
Health Care Services	100 hours
Cash Benefits	100 hours
Pregnancy and Young Mothers' Benefit	100 hours
Benefit Grant Resulting From Accident	100 hours
Administration of Health Insurance Cash Benefits	100 hours
Maternity Benefits	100 hours
Child Care Benefits	100 hours
Child-Raising Allowances	100 hours
Statistics	100 hours
Financial skills	100 hours
Responsibility Rules, Legal Remedies	100 hours
Pension	100 hours
Customer Service Information Provider	100 hours
Foundation for OKJ Exam (Consultation)	100 hours

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