

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

52 3439 04 SZÁLLÍTMÁNYOZÁSI ÜGYINTÉZŐ

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

- arrange national and international transportation transactions in his/her capacity as a transport administrator;
- as a primary task to realise the transactions concluded by the sales executives (or by staff referred to under different name, but performing identical tasks);
- select the most suitable method for the transportation of goods, plan the route and execute the transportation contracts both in national and international traffic;
- accept the delivery and group small consignments and combine them into consolidated shipments;
- accept the delivery of goods by the carriers and deliver them;
- organise the forwarding of goods in accordance with Incoterms (C.I.F., F.O.B., F.A.S., F.O.R.);
- conclude contracts - if required - with the involvement of carrier sub-contractors;
- perform the forwarding of goods against a flat fee;
- perform temporary warehousing in own warehouses or conclude contracts with other warehouse-owners;
- perform long-term warehousing;
- perform the weighing, cubing, sampling and quality control of goods;
- perform the packaging and handling of goods, or conclude a contract for these services;
- based on authorisations perform customs clearance and other administrative matters, or arrange for the performance of these matters;
- lease the equipment required for the forwarding of the goods (vehicles, transport equipment, containers, tanks);
- arrange for the wording, filling out and issuing of documents related to the consignment;
- participate in the enforcement of receivables and the payment of freights;
- apply his/her foreign language skills.

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

3910 Transport 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

<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 Economy and Transport (MET), a vocational qualification-related independent professional committee commissioned by the MET.</p>																														
<p>Level of the certificate (national or international)</p> <p>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.</p> <p>ISCED97 code: 4CV</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: 5%;">5</td> <td style="width: 80%;">excellent</td> </tr> <tr> <td></td> <td>4</td> <td>good</td> </tr> <tr> <td></td> <td>3</td> <td>satisfactory</td> </tr> <tr> <td></td> <td>2</td> <td>pass</td> </tr> <tr> <td></td> <td>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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">1. Grades of vocational theoretical examination subjects</td> </tr> <tr> <td colspan="2">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 85%;">Vocational studies</td> <td style="width: 15%; text-align: center;">5</td> </tr> <tr> <td>Foreign language</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">Topics/subjects of oral examination</td> </tr> <tr> <td>Vocational studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Foreign Trade and Customs Skills</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Management and entrepreneurial studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Financial skills</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>Transport IT and Information Technology</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>	1. Grades of vocational theoretical examination subjects		Topics/subjects of written examination		Vocational studies	5	Foreign language	5	Grade of Written Examination	5	Topics/subjects of oral examination		Vocational studies	5	Foreign Trade and Customs Skills	5	Management and entrepreneurial studies	5	Financial skills	5	Grade of Vocational Theory	5	2. Assessment of vocational practical preparedness		Subjects of practical examination		Transport IT and Information Technology	5	Grade of Vocational Practice	5
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<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 no 32/1995. (XII.30) of the Minister of Transport, Communications and Water Management (KHVM) on vocational and examination requirements of transport, communication and water management qualifications, Central programme approved by the Minister of Labour (MüM) under approval number 5474/97. (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: 70 % Practice: 30 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		1 year

Entry requirements:

- Baccalaureate, vocational aptitude requirements apply

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Labour and Fire Safety and Environment Protection	35 hours
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Transport Geography	70 hours
Transport and Logistical Skills	105 hours
Legal and Communication Skills	70 hours
Foreign Trade and Customs Skills	105 hours
Transportation skills	175 hours
Management, Entrepreneurial, Financial and Accounting Skills	105 hours
Transport Information Systems and Information Technology	105 hours
Vocational Foreign Language (English, German, French, Etc.)	70 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Vocational training	210 hours
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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