

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

52 3440 02 BIZTOSÍTÁSI ÜGYINTÉZŐ

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

INSURANCE CLERK

(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 administrator tasks at the insurance company or at the professional units of the insurance broker company; - in accordance with the internal regulations and procedures, perform mainly independently his/her tasks
- and perform the company's financial tasks and office administration tasks; - organise and perform client service-related tasks based on the relevant regulations and internal rules; - provide information to the clients meeting their needs in the knowledge of the basic information pertaining to the economic environment and legal regulations governing the insurance undertakings and impacting their operations; - perform client service-related tasks in accordance with the economic principles and practice of the insurance activity; - perform office administration being equipped with money market and financial taxation skills; - apply insurance as the record-keeping system of mathematical rules forming the basis of the financial activity, calculation principles and factors and providing statistical data; - apply the computer at user level for the purpose of information collection, storage and processing; - use IT and office equipment for the performance of his/her tasks; - use modern methods in order to conclude successful deals and observe proper behavioural standards in accordance with the situation.

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

2522 Commercial agent

(*) 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 In the case of vocational qualifications belonging to the competence of the Ministry of Finance (PM), a vocational qualification-related independent professional committee commissioned by the PM																				
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 <table border="1"> <tr> <td colspan="2">Topics/subjects of written examination</td> </tr> <tr> <td>Grade of Written Examination</td> <td>5</td> </tr> <tr> <td colspan="2">Topics/subjects of oral examination</td> </tr> <tr> <td>Complex</td> <td>5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td>5</td> </tr> </table> 2. Assessment of vocational practical preparedness <table border="1"> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td>Insurance Concept and Technical Economic Skills</td> <td>5</td> </tr> <tr> <td>Financial and insurance-mathematics studies</td> <td>5</td> </tr> <tr> <td>Complex (Sectoral Insurance Skills, Insurance Accounting, IT Skills)</td> <td>5</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td>5</td> </tr> </table>	Topics/subjects of written examination		Grade of Written Examination	5	Topics/subjects of oral examination		Complex	5	Grade of Vocational Theory	5	Subjects of practical examination		Insurance Concept and Technical Economic Skills	5	Financial and insurance-mathematics studies	5	Complex (Sectoral Insurance Skills, Insurance Accounting, IT Skills)	5	Grade of Vocational Practice	5
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Access to next level of education/training To advanced vocational 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 35/2001. (X.10.) of the Ministry of Finance (PM) on vocational and examination requirements of insurance clerk qualifications.																					

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		800 hours

Entry requirements:

- Baccalaureate
- Precondition of admission to professional examination:
- the confirmation of the company providing the training, that the person wishing to take the examination, participated in vocational training outside the school system, completed the minimum number of hours required, and met the requirements set forth by the training institution.

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Insurance Concept and Technical-Economic Skills	100 hours
Procedural Skills (Min. 40 Hours)	100 hours
Sectoral Insurance Skills (Min. 15 Hours)	100 hours
Insurance Law (Min. 15 Hours)	100 hours
Finance and Actuarial Mathematic Skills (Min. 10 Hours)	100 hours
Marketing and Business Communication (Min. 10 Hours)	100 hours
Insurance Accounting Skills (Min. 25 Hours)	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Insurance Concept and Technical-Economic Skills	100 hours
Procedural Skills (Min. 10 Hours)	100 hours
Sectoral Insurance Skills (Min. 15 Hours)	100 hours
Finance and Actuarial Mathematic Skills (Min. 10 Hours)	100 hours
Insurance Accounting Skills (Min. 10 Hours)	100 hours
IT Skills (Min. 20 Hours)	100 hours

Mandatory subject by free choice (min. 10 hours):

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

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