

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

52 3404 03 SZERKESZTŐSÉGI ÜGYINTÉZŐ TITKÁR

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

- apply the rules of Hungarian grammar without requesting assistance when preparing office documents, professional letters and minutes on the basis of dictation taken down in shorthand;
- apply formatting guidelines and follow technical requirements pertaining to document creation when preparing simple documents, employment-related documents, in-house documents, publication-related documents and letters;
- take down dictated professional letters in shorthand at a speed of 120 syllables per minute;
- perform his/her typing tasks both on electronic typewriter and computer, typing minimum 170 characters per minute, producing an aesthetic document in accordance with the pertaining technical guidelines;
- use computers, use an up-to-date word-processing application, input texts without errors, format documents, print and manage files, prepare spreadsheets and have basic knowledge on an operating network system;
- use office equipment;
- handle everyday and office communication situations confidently;
- act as a host/hostess as instructed.

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

4199 Other office work related occupations
4191 Secretary
3139 Other information technology related vocations
4193 Office administrator, clerk
4220 Information technology related occupations of the administrative type
4299 Other information technology related occupations of the analytical type

(*) 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-MNCH), 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: 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: 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 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: 80%;">Typing</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>10 Minutes of Copying</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Preparing an Official Letter</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>Economic studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Knowledge of Pertaining Legal Issues and Copyright Laws</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Secretarial Skills</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Editorial Office and Publishing-Related 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">2. Assessment of vocational practical preparedness</td> </tr> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td>Word processing</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Spreadsheet and Database Management</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Editorial Office and Publishing-Related Knowledge</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		Typing	5	10 Minutes of Copying	5	Preparing an Official Letter	5	Grade of Written Examination	5	Topics/subjects of oral examination		Economic studies	5	Knowledge of Pertaining Legal Issues and Copyright Laws	5	Secretarial Skills	5	Editorial Office and Publishing-Related Knowledge	5	Grade of Vocational Theory	5	2. Assessment of vocational practical preparedness		Subjects of practical examination		Word processing	5	Spreadsheet and Database Management	5	Editorial Office and Publishing-Related Knowledge	5	Grade of Vocational Practice	5
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<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, Joint Decree 4/1995. (IV.27.) of the Minister of Cultural and Educational Affairs (MKM) and Decree 31/1997. (X.31.) of the Minister of Cultural and Educational Affairs (MKM) on vocational and examination requirements of editorial executive secretary, Central programme approved by the Minister of Education (OM) and the Ministry of National Cultural Heritage (MNCH) under approval number 2733/18/96.</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: 60 % Practice: 40 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years

Entry requirements:

- bacalaureate

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Editorial Office and Publishing-Related Knowledge	100 hours
The Basics of Economics and Entrepreneurship	100 hours
Legal and Copyright Knowledge	100 hours
Correspondence Skills	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Secretarial Skills	100 hours
Typing	100 hours
Shorthand	100 hours
Computer Use, Word-Processing, Spreadsheet and Database Management	100 hours
Practical Training at a Training Office or at a Company	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

SEAL