

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

52 3432 03 VÁLLALKOZÁSI ÜGYINTÉZŐ

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)ENTREPRENEURIAL ASSISTANT
(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 under control - and after 1-2 years' practice independently - the following tasks at small and medium enterprises (including private entrepreneurs): = perform financial administration, cashier's and cash management tasks, = perform the undertaking's administrative tasks, apply computer office administration packages, manage the undertaking's documents and correspondence and perform its administration, = keep sub-ledgers related to financial and economic processes, compile interim reports, = participate in the performance of the undertaking's taxation, social security and registration tasks and prepare the related mandatory reports, = in the knowledge of the prevailing legal regulations, participate - in all areas of the company's management - in the preparation and implementation of decisions and in the performance of economic analysis; provide self-motivated assistance to the undertaking's management, = in accordance with the prevailing legal regulations, prepare, monitor, register and analyse independently the financial aspects of economic events and processes, = perform cashier's tasks, = make payments under various titles in accordance with the law or based on agreements; to properly prepare and manage the related documents, = prepare, implement and perform follow-up analysis of the undertaking's financing tasks, = the knowledge of the prevailing legal regulations, to perform wage payments - and in the case of undertakings without paying office - contribution payments and perform activities related to benefits, = in the knowledge of the prevailing legal regulations, perform bookkeeping and accounting-related tasks and participate in the compilation of the annual report, = perform general administration-organisation and data processing tasks related to his/her job duties; to use the most important office equipment (telephone, answer-machine, facsimile, photo-copier, computer, etc.) in a professional manner, = participate in the preparation of the business plan meeting market requirements; to develop certain chapters independently in the knowledge of the basics of marketing thinking and applying statistical methods.

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

4193 Office administrator, clerk

(*) 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>Company Management Skills</td> <td>5</td> </tr> <tr> <td>Financial and Company Financing Skills</td> <td>5</td> </tr> <tr> <td>Human Resource Management and Social Security Skills</td> <td>5</td> </tr> <tr> <td>Bookkeeping and Reporting</td> <td>5</td> </tr> <tr> <td>Business Plan Generation and Statistical Methods</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		Company Management Skills	5	Financial and Company Financing Skills	5	Human Resource Management and Social Security Skills	5	Bookkeeping and Reporting	5	Business Plan Generation and Statistical Methods	5	Grade of Vocational Practice	5
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Access to next level of education/training To advanced level 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 entrepreneurial administrator qualifications (Appendix 13), Central programme approved by the Minister of Education (OM) under approval number 26438/1/2002. (VII.26.).																									

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
- Precondition of admission to professional examination:
- in the case of school-based vocational training the successful completion of the subjects stipulated in the Central Program by the expiry of the training period
- in the case of vocational training outside the school system, the confirmation of the company providing the training, that the person wishing to take the examination, participated in the vocational training, completed the minimum number of hours required, and met the requirements set forth by the training institution.

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Basic Statistics	100 hours
Economics	100 hours
Marketing	100 hours
Economic law	100 hours
Bookkeeping and Reporting	100 hours
Financial and Company Financing Skills	100 hours
Company Management Skills	100 hours
Human Resource Management and Social Security Skills	100 hours
Office Administration and Technical Skills	100 hours
Statistical Analytical Skills	100 hours
Business Plan Preparation Skills	100 hours
Payment Registration Skills	100 hours
Business communication	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Basic Office Administration	100 hours
Basic Statistics	100 hours
Bookkeeping and Reporting	100 hours
Financial and Company Financing Skills	100 hours
Company Management Skills	100 hours
IT and Data Processing Skills	100 hours
Office Administration and Technical Skills	100 hours
Statistical Analytical Skills	100 hours
Business Plan Preparation Skills	100 hours
Payment Registration Skills	100 hours
Business communication	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.

Head of Examination Organiser:

Issue date: 2023.09.14

SEAL

SAMPLE