

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

52 3433 03 ÜZLETI ÜGYINTÉZŐ

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

BUSINESS ASSISTANT

(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES**A typical holder of the certificate is able to:**

- obtain the licences, confirmations, certificates, evidences and other instruments required for the import, export or domestic distribution of the goods or services being the subject of the transaction and ensure that they are properly and accurately filled in;
- performs the tasks - in accordance with his/her job description - related to the settlement of the countervalue of the goods or services;
- execute the tasks related to the forwarding and transporting of the goods and the related consignment insurance matters;
- continuously monitors the work processes mentioned above, verifies, analyses and evaluates the cost-effectiveness and efficiency thereof;
- performs the administration related to his/her activity; keeps accurate and up-to-date registers assigned to him/her;
- maintains continuous relations with the authorities, institutions and business partners.

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

3619 Business assistant

3629 Other commercial, trade and sales 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 Education (ME), 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</p> <p>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> <p>1. Grades of vocational theoretical examination subjects</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 80%;">Complex Vocational Skills</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Examination Assignment in the Selected 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" style="text-align: center;">Topics/subjects of oral examination</td> </tr> <tr> <td>Complex</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Foreign Language Enhanced by Commercial Vocational Material</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td style="text-align: center;">5</td> </tr> </table> <p>2. Assessment of vocational practical preparedness</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Subjects of practical examination</td> </tr> <tr> <td style="width: 80%;">Word Processing of Business Letters</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Preparation of Statements, Spreadsheets, Graphical Charts, Calculation</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Editing and Filling in of Documents</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>	Topics/subjects of written examination		Complex Vocational Skills	5	Examination Assignment in the Selected Foreign Language	5	Grade of Written Examination	5	Topics/subjects of oral examination		Complex	5	Foreign Language Enhanced by Commercial Vocational Material	5	Grade of Vocational Theory	5	Subjects of practical examination		Word Processing of Business Letters	5	Preparation of Statements, Spreadsheets, Graphical Charts, Calculation	5	Editing and Filling in of Documents	5	Grade of Vocational Practice	5
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<p>Access to next level of education/training</p> <p>To higher education</p>	<p>International agreements</p>																										
<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. 50/1999. (IX.10.) GM of the Minister of Economic Affairs on the amendment of Decree no. 5/1997. (III.5.) IKIM of the Minister of Industry, Trade and Tourism on qualifications required for performing specific industrial, commercial and tourism related activities, Decree 18/1995. (VI.6.) of the Ministry of Industry and Trade (IKM) on vocational and examination requirements of business assistant, Central program approved by the Ministry of Education (OM) under approval number M-865/99.</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

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Economics	100 hours
Business Economy	100 hours
Knowledge of Goods	100 hours
Entrepreneurial studies	100 hours
Basic Information Technology Skills	100 hours
Business communication	100 hours
Marketing	100 hours
Legal Fundamentals	100 hours
Foreign Language Enhanced by Commercial Vocational Material	100 hours
Commercial Correspondence and Office Automation	100 hours
Commerce	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Basic Information Technology Skills	100 hours
Business communication	100 hours
Foreign Language Enhanced by Commercial Vocational Material	100 hours
Entrepreneurial studies	100 hours
Knowledge of Goods	100 hours
Marketing	100 hours
Commercial Practice	100 hours
Commercial Correspondence and Office Automation	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