

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

52 3434 01 ÁLTALÁNOS MENEDZSER II. (Középfokú általános menedzser)

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)GENERAL MANAGER II. (Intermediate level general manager)
(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: - maintain the organisation's operation; - create and maintain a workplace environment that is necessary for efficient work; - cooperate in the assessment of proposals concerning the changing of the operation of the service-providing and production activity; - ensure the implementation of the change and evaluate the operation of the new system; - make proposals concerning cost calculation; - control and regulate the utilisation of the resources necessary for operation; - define human resource demand and the requirements made against that demand; - cooperate at organisational and group level in the assessment of employees' performance; - organise the group's retraining and in-service vocational training; - specify and continuously update the purpose and criteria scheme applicable to the work of groups and individuals; - specify the tasks to be performed and the methods to be applied when performing tasks; - divide work between employees; - evaluate the performance of the groups and individuals, and his/her own performance; - obtain and maintain the confidence of his/her direct subordinates, and their professional and personal support; - identify and minimise conflicts; - participate in disciplinary procedures and workplace disputes; - collect and evaluate information required for decision-making; - process, record and store information; - lead the problem solving and decision-making group meetings and discussions.

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

1310 Managers of business and budgetary organisations

(*) 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: 2015.01.15</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">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 80%;">Grade of Written Examination</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td colspan="2">Topics/subjects of oral examination</td> </tr> <tr> <td>Defence of Thesis</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Complex Project on the Topics of General Management, Marketing and Financial Management Areas</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">Subjects of practical examination</td> </tr> <tr> <td>Diploma Work</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		Grade of Written Examination	5	Topics/subjects of oral examination		Defence of Thesis	5	Complex Project on the Topics of General Management, Marketing and Financial Management Areas	5	Grade of Vocational Theory	5	Subjects of practical examination		Diploma Work	5	Grade of Vocational Practice	5
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<p>Access to next level of education/training</p> <p>To advanced-level 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 Qualification Register, Decree no. 26/2001. (VI.27.) OM of the Minister of Education on the general rules and rules of procedure of vocational examinations, Decree 16/1994. (VII.8.) of the Minister of Cultural and Educational Affairs (MKM) on vocational and examination requirements of general manager II.</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		1500 hours

Entry requirements:

- Completion of tenth year; vocational aptitude requirements apply

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Filled in by the exam organiser.

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

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: 2015.01.15

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