

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

52 7882 01 ANTIKVÁRIUMI SZAKELADÓ

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

- orientate on his/her own in a specific antique book material;
- define the chronology of antique books' data and determine their scientific, artistic or rarity value independently, or based on specialist literature,
- estimate and justify the daily market value of a specific book;
- find out information on the collection interest of collectors, collectors' clubs, libraries and other institutions;
- apply the marketing and advertising skills acquired as a shop assistant;
- edit recommendation list, catalogues, fliers and circulars;
- conduct independent negotiations with business partners;
- manage on his/her own a second-hand bookshop as a shop manager or as an independent entrepreneur;
- in terms of source publications orientate him/herself by science branches in the most important summary works from the beginnings to date, as well as to be familiar with them;
- based on a museum-age fragment to find out its basic details (author, title);
- process the antique books purchased with the help of bibliographies, catalogues and booklists;
- identify the process applied for the graphical illustration of a piece, the period style, technical process, rarity value and level of artistry of book bindings;
- apply the legal provisions pertaining to the protection of valuable and museum-age books;
- perform the shop administration of the second-hand bookshop and the works related to book auctions;
- determine the type of restoration work needed for the restoration of a damaged book or engraving;
- prepare promotional catalogues on a certain selection of books.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE5112 Second-hand bookshop specialised shop assistant
5112 Bookshop assistant
3711 Assistant librarian**(*) 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 National Cultural Heritage (MNCH), a vocational qualification-related independent professional committee commissioned by the MNCH</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: 2015.01.15</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%;">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>Source Publications</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Book and Journal History</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Book Illustration and Binding History</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Bibliography</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Management and Marketing Skills</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>Final Exam Project</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		Grade of Written Examination	5	Topics/subjects of oral examination		Source Publications	5	Book and Journal History	5	Book Illustration and Binding History	5	Bibliography	5	Management and Marketing Skills	5	Grade of Vocational Theory	5	2. Assessment of vocational practical preparedness		Subjects of practical examination		Final Exam Project	5	Grade of Vocational Practice	5
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<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 Ministry of Cultural and Educational Affairs (MKM) on vocational and examination requirements of second-hand bookseller, Central program number: 2733/21/97.</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		1 year

Entry requirements:

- Baccalaureate

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Source Publications	100 hours
Book and Journal History	100 hours
Bibliography	100 hours
Book Illustrations - (Engravings) and History of Binding	100 hours
Management and Marketing Activity of Second-Hand Bookshops	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Vocational training	100 hours
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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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