

1. TITLE OF THE CERTIFICATE (HU)

54 3404 02 ÜGYINTÉZŐ TITKÁR I.

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

EXECUTIVE SECRETARY I.
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- apply correct rules of spelling;
- apply grammatical correctness;
- accurately articulate and apply oral competence;
- master and apply correspondence skills;
- apply format-related standards pertaining to preparation of documents;
- handle and manage documents connected to correspondence with official bodies;
- touch-type with ten fingers, typing a minimum of 170 characters per minute;
- take down 5 minutes of dictation using shorthand at a speed of 150 syllables/minute and transcribe the dictation with correct use of spelling rules
- prepare simple documents and letters in accordance with the pertaining technical guidelines;
- use computers;
- use selected up-to-date word-processor, spreadsheet and database management applications;
- know the basics of a network system;
- apply the legal regulations pertaining to real-property registration, company registration and rules applicable to powers and competences delegated to courts;
- prepare contracts in line with the basic principles using the data provided and following simple sample texts
- handle administrative tasks and manage office supplies;
- fulfil organisational tasks within the competence of his/her job;
- apply rules of etiquette and protocol;
- use telecommunication and office equipment;
- enforce ethical standards;
- understand medium difficulty foreign language speech and text read out loud;
- converse in a foreign language about the most important topics using language modules relying on communication skills;
- prepare reliable translations in a foreign language using the basics of translation techniques;
- familiarise him-/herself with the economic and cultural life as well as the local customs of a foreign country;
- perform accurate translations of various types of business letters into/from a foreign language using appropriate phrasing and stylistic features of the given language; prepare letters on the basis of key-words and write guided letters;
- translate contracts, minutes, telegrams into/from the first foreign language and prepare job applications in a foreign language;
- deal with clients, colleagues, business partners using appropriate vocabulary pertaining to information provision, while being polite and using typical phrasing characteristic of the foreign country in question in face-to-face and telephone communication.

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

4191 Secretary
3601 General assistant
3139 Other information technology related vocations
4193 Office administrator, clerk
4199 Other office work related occupations
4220 Information technology related occupations of the administrative type
4299 Other administrative (client services) jobs
3619 Other financial administrators
4119 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																													
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 Education (ME), a vocational qualification-related independent professional committee commissioned by the ME																												
Level of the certificate (national or international) Level of vocational qualification according to the National Qualification Register: 54 Higher level vocational qualification entitling the holder to fill positions characteristically requiring 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>Typing</td> <td>5</td> </tr> <tr> <td>10 Minutes of Copying</td> <td>5</td> </tr> <tr> <td>Preparing an Official Letter</td> <td>5</td> </tr> <tr> <td>Shorthand</td> <td>5</td> </tr> <tr> <td>Grade of Written Examination</td> <td>5</td> </tr> </table> Topics/subjects of oral examination <table border="1"> <tr> <td>Economic studies</td> <td>5</td> </tr> <tr> <td>legal studies</td> <td>5</td> </tr> <tr> <td>Secretarial, Management and Organisational Skills</td> <td>5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td>5</td> </tr> </table> 2. Assessment of vocational practical preparedness Subjects of practical examination <table border="1"> <tr> <td>Word-Processing, Spreadsheet and Database Management</td> <td>5</td> </tr> <tr> <td>Professional Communication in the First Foreign Language</td> <td>5</td> </tr> <tr> <td>Professional Communication in the Second Foreign Language</td> <td>5</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td>5</td> </tr> </table>	Topics/subjects of written examination		Typing	5	10 Minutes of Copying	5	Preparing an Official Letter	5	Shorthand	5	Grade of Written Examination	5	Economic studies	5	legal studies	5	Secretarial, Management and Organisational Skills	5	Grade of Vocational Theory	5	Word-Processing, Spreadsheet and Database Management	5	Professional Communication in the First Foreign Language	5	Professional Communication in the Second Foreign Language	5	Grade of Vocational Practice	5
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Access to next level of education/training To higher level vocational education requiring baccalaureate	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, Central programme approved by the Minister of Education (OM) under approval number 2733/17/95, 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 executive secretary I.																													

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
- Precondition of admission to vocational examination: general type 'A' intermediate level vocational language examination

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Improving Hungarian Language Skills and Articulation Practice	100 hours
Correspondence Skills	100 hours
Economic studies	100 hours
legal studies	100 hours
Management and Organisational Skills	100 hours
Foreign Language Skills	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Typing	100 hours
Shorthand	100 hours
Computer Use, Word-Processing, Spreadsheet and Database Management	100 hours
Secretarial Skills	100 hours
Professional Communication in a Foreign Language	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

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