EUROPASS CERTIFICATE-SUPPLEMENT (*)

1. TITLE OF THE CERTIFICATE (HU)

54 3434 01 ÁLTALÁNOS MENEDZSER I. (Operatív általános menedzser)

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

UNIVERSAL MANAGER I. (Operational 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, control and improve the service providing and production activity;
- initiate and implement the partial or full improvement of organisations' operation mechanism, regulative system, management and organisational structure;
- cooperate in the maintenance of the organisation's continuous operation;
- control the utilisation of resources required for the operation of the organisation;
- ensure the efficient allocation of resources required for the activities and projects;
- develop, maintain and continuously improve the efficient working relations between groups and individuals;
- implement the information exchange and information flow required for troubleshooting and decision-making;
- collect, evaluate and process information required for the performance of tasks and for decision-making;
- select and recruit the appropriate human resources;
- train the groups, individuals under his/her control, as well as himself/herself in order to ensure professional development and the improvement of the interested parties' performance;
- plan, allocate and evaluate the work performed by the groups and individuals under his/her control and of himself/herself.

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

3910 General manager

(*) 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	
Topics/subjects of written examination	
Complex Questions in the Topics of General Management, Marketing, Financial and Economic Skills, Human Resources Management, Change Management, Competitive Marketing	5
Defence of Thesis	5
Grade of Written Examination	5
Topics/subjects of oral examination	
Grade of Vocational Theory	5
2. Assessment of vocational practical preparedness	
Subjects of practical examination	
Complex Thesis	5
Grade of Vocational Practice	5

Access to next level of education/training

To higher education

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 16/1994. (VII.8.) of the Ministry of Cultural and Educational Affairs (MKM) on vocational and examination requirements of universal manager I.

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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		1000 hours

Entry requirements:

- Completion of the last year of secondary education

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: 2023.09.14

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