

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

54 3434 04 VENDÉGLÁTÓ MENEDZSER

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

- participate in:
 - = the organization of purchasing, storage, production, sales and hotel accommodation activities or in the operative management either as owner or as employee in the catering unit,
 - = the introduction of new raw materials, production technologies and sales methods,
 - = working out and operating the HACCP system of the given area,
 - = defining the work force demand of the area subordinated to his/her position, preparing the work schedule and in the assessment of the completed work;
 - = defining and operating the administration procedures of the given enterprise or business unit, troubleshooting and correction based on this;
 - = using the available financial resources in an efficient way;
 - = observing and analyzing the market and the environment and taking the necessary measures accordingly;
 - = working out the business policy and the marketing strategy and shaping the company image;
 - = establishing and continuously managing relationships with business partners (customers - retailers and suppliers);
 - = Hungarian and foreign language communication and correspondence connected to the course of business.
- control:
 - = the observation of the technological and work discipline,
 - = the optimal utilization of raw materials and other resources used during operation.
- perform active marketing activities;
- organize and wind-up internal and external events.

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

1415 Manager of small hotels or catering services
1325 Manager of a unit performing catering activity
1354 Direct production manager of a unit performing commercial and catering activities

(*) 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: 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.</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> <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%;">Complex</td> <td style="width: 20%; 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">Topics/subjects of oral examination</td> </tr> <tr> <td>Marketing and Management Studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Studies of Entrepreneurial Theory and Economic Management</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Studies of Catering Trade Profession and Organization</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Hotel Management Studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>legal studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Oral Examination</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 style="width: 80%;">Grade of Vocational Practice</td> <td style="width: 20%; text-align: center;">5</td> </tr> </table>	Topics/subjects of written examination		Complex	5	Grade of Written Examination	5	Topics/subjects of oral examination		Marketing and Management Studies	5	Studies of Entrepreneurial Theory and Economic Management	5	Studies of Catering Trade Profession and Organization	5	Hotel Management Studies	5	legal studies	5	Grade of Oral Examination	5	Grade of Vocational Theory	5	Subjects of practical examination		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 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, Central programme approved by the Minister of Labour (MüM) under approval number 1429/97. III.23, Decree 18/1995. (VI.6.) of the Minister of Industry and Trade (IKM) on vocational and examination requirements of catering trade managers.</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		600 hours

Entry requirements:

- Baccalaureate
- Passing the aptitude test is needed

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

General Economic Management and Entrepreneurial Theory	100 hours
Hotel Management Studies	100 hours
Studies of Catering Trade Profession and Organization	100 hours
Marketing and Management Techniques	100 hours
legal studies	100 hours
Business communication	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Controlled Practical 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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