

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

54 3435 04 TÁRSADALOMBIZTOSÍTÁSI SZAKELŐADÓ

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

- perform on his/her own any social security-related activity in public administration,
- perform the social security-related tasks of budgetary organisations,
- manage social security obligations in any area of the competitive sector,
- in all three areas:
 - = manage the subordinated social security administrators at the social security pay-offices;
 - = taking measures concerning the assessment and disbursement of social security payments or cash benefits in the framework of social security,
 - = taking legal remedy measures,
 - = manage the preparation of statistics and the keeping of external and internal registries,
 - = responsible reporting.
- in positions of chief official and higher at the central and regional administrative bodies of social security:
 - = assessment of insurance and contribution payment liabilities, keeping current accounts, registration, audit, collection, enforcement,
 - = health financing, sickness benefits, pension, pension audit, registration, disbursement,
 - = legal remedies, matters of equity,
 - = customer services.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE3604 Payroll and social security administrator
3619 Other economic administrator
3605 Financial consultant**(*) 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																						
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 <table border="1"> <tr> <td>Social Security Cash Benefits</td> <td>5</td> </tr> <tr> <td>Benefits in Kind</td> <td>5</td> </tr> <tr> <td>Social Security Basic Legal Skills</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>Basic Legal Skills Concerning Health</td> <td>5</td> </tr> <tr> <td>Complex (Social Security Law and Procedures, Social Security Law and the System of Social Benefits, Social Security Economics, Financial, Statistical Skill; the History and Organisation of Social Security)</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>Health Insurance</td> <td>5</td> </tr> <tr> <td>Old-Age Insurance</td> <td>5</td> </tr> <tr> <td>Social Cash Benefits</td> <td>5</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td>5</td> </tr> </table>	Social Security Cash Benefits	5	Benefits in Kind	5	Social Security Basic Legal Skills	5	Grade of Written Examination	5	Basic Legal Skills Concerning Health	5	Complex (Social Security Law and Procedures, Social Security Law and the System of Social Benefits, Social Security Economics, Financial, Statistical Skill; the History and Organisation of Social Security)	5	Grade of Vocational Theory	5	Health Insurance	5	Old-Age Insurance	5	Social Cash Benefits	5	Grade of Vocational Practice	5
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Access to next level of education/training To college 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 45/1999. (XII.13.) of the Ministry of Education (OM) on the conditions of commencing and continuing vocational training, Decree 16/1997. (IX.3.) of the Ministry of Labour (MüM) on vocational and examination requirements of social security specialised administrator.																							

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		450 hours

Entry requirements:

- Baccalaureate and social security administrator qualification 52 3435 05

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Data Protection in Social Security	100 hours
General Studies in Law	100 hours
Benefit Grant Resulting From Accident	100 hours
Sickness Benefits	100 hours
Family Support Benefits	100 hours
Benefits in Kind Related to Health Insurance	100 hours
Health Financing	100 hours
Health and the Relations of Social Security	100 hours
Contributions	100 hours
Communications and Customer Services	100 hours
Economic and Tax Skills	100 hours
Labour Code	100 hours
Pension	100 hours
Statistics	100 hours
Organisation and Management Skills	100 hours
Social Security Control (Vocational, Internal, Practitioners, Medicine, Pension)	100 hours
Financial System of Social Security	100 hours
History, Organisation, Management of Social Security	100 hours
Social Benefits System	100 hours
Information on the Activity National Organisation of Medical Expertise (OOSZI)	100 hours
Rules of Private Pension	100 hours
OKJ Examination Preparatory Course (6 Topics)	100 hours

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

SEAL

SAMPLE