

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

54 3438 02 STATISZTIKAI SZERVEZŐ, ELEMZŐ

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

- relying on statistical, information technological, legal as well as economy and financial management related expertise, prepare economic analyses and comparative studies independently or under professional supervision for business organisations, budgetary organisations as well as for social security or other organisations and institutions;
- manage the operation of an information system providing in-house data supply;
- prepare statistical documents, reports and analytical studies using in-house and external sources of data;
- perform statistical reporting activities or directly supervise such activities;
- relying on micro- and macro-level statistical activities, the knowledge of the nature of available data and the processes leading to the production of such data, properly carry out duties;
- apply simple and more complex statistical analytical tools using information technology equipment;
- analyse basic indicators with a view to applied calculation methods and the relationships between such indicator.

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

3607 Statistical administrator

(*) 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 Hungarian Central Statistical Office (HCSO), a vocational qualification-related independent professional committee commissioned by the HCSO.</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: 20%;">Five -grade:</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 70%;">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: 2023.09.14</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%;">Complex (Applied Statistics, Economic and Socio-Statistics)</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>Business Management Skills (Economic Law, Accounting, Finance, Organisation and Management Skills)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Economics</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>Thesis - Grade 1</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Thesis - Grade 2</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Defense of the Thesis</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Practical Examination</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		Complex (Applied Statistics, Economic and Socio-Statistics)	5	Grade of Written Examination	5	Topics/subjects of oral examination		Business Management Skills (Economic Law, Accounting, Finance, Organisation and Management Skills)	5	Economics	5	Grade of Vocational Theory	5	2. Assessment of vocational practical preparedness		Subjects of practical examination		Thesis - Grade 1	5	Thesis - Grade 2	5	Defense of the Thesis	5	Grade of Practical Examination	5	Grade of Vocational Practice	5
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<p>Access to next level of education/training</p> <p>To advanced level vocational education requiring a baccalaureate, or to OKJ vocational qualification requiring a degree of higher education</p>	<p>International agreements</p>																														
<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 Qualifications Register, Decree 26/2001 (VII. 27.) OM of the Minister of Education on the general rules and rules of procedure of vocational examinations, Government Decrees 77/1996. (V.30.) and 115/1997 (VII.1.) on vocational and examination requirements of Statistical organiser and analyst qualifications (Appendix 3), Central programme approved by the Minister of Labour (MüM) under approval number 2787/97. III.23.</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		1 year

Entry requirements:

- higher education degree or
- baccalaureate and secondary education level vocational qualification in statistics.

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Typing	100 hours
Economics	100 hours
Marketing	100 hours
Economic Law 1	100 hours
Economic Law 2	100 hours
Accounting I.	100 hours
Accounting 2	100 hours
Finance I.	100 hours
Statistics 1	100 hours
Statistics 2	100 hours
Statistics 3	100 hours
Business Administration	100 hours
Organisation and Management Skills	100 hours
Mathematics for Economic Studies	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Accounting I.	100 hours
Accounting 2	100 hours
Finance I.	100 hours
IT application	100 hours
Statistics 1	100 hours
Statistics 2	100 hours
Statistics 3	100 hours
Business Administration	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

SEAL

SAMPLE