

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

54 3439 01 IRODAVEZETŐ

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

- copy typed or printed text using touch-type and working with ten fingers, typing 750 characters per 10 minutes, create official letters or documents using word-processor on the basis of dictations or manuscripts producing a maximum number of errors only;
- define the data required for the performance of his/her tasks, collect data, generate data lines and tables, apply the most important statistical indices, verify the correctness of calculations and the preciseness of data, recognise the simplest interdependencies, compile evaluations for decision-making processes in a visually appropriate and clear form;
- analyse expected economic effects of certain economic policy decisions, support his/her opinion by making references to the above effects exerted on actors of micro-economy and on the entirety of macro-economy; apply economy-related views, concepts and interdependencies learnt during the above studies in other economy-related fields and subjects, solve simple economic calculations and geometric tasks and interpret them from the point of view of economy;
- bearing in mind the client-centred approach, use his/her marketing expertise in practice, perform tasks of environmental analysis in the case of smaller companies, explore all theoretically possible strategic opportunities in different market situations, apply sales promotion methods, individually perform planning and organisation of advertisement campaigns;
- apply his/her knowledge of general law, constitutional law and civil law when performing his/her duties;
- fill in basic accounting vouchers, check incoming vouchers, do accounts of basic financial operations, keep sub-ledgers, prepare trial balances as well as profit and loss statements, perform the tasks related to the single-entry bookkeeping, familiarise him-/herself with the changes in pertaining rules;
- contribute to the preparation of financial procedures related to events financial interest, keep financial records and perform administration related to securities, perform management tasks related to foreign exchange and foreign currency operations, perform tasks to comply with legal taxation obligations and related requirements relying on his/her knowledge of taxation issues, apply current rules pertaining to the calculation of contributions when performing administrative tasks related to social security payments;
- handle computers and some peripherals without any assistance; create documents, simple spreadsheet, reports from data files; perform simple analyses; send letters via the network; work with incoming documents; apply legal and ethical norms; perform data input and processing, provide information and create archives using the general ledger and current account bookkeeping system, the payroll system, the inventory system, the sales support system, the fixed assets inventory system or any integrated system of the actual institution;
- use state-of-the-art office equipment and copy machines, telephone systems, answering machines, facsimile, Dictaphone; maintain good relationships with clients; perform chief secretarial and secretarial tasks, organise and manage events and meetings observing the rules of protocol;
- make speeches, deliver his/her thoughts in a clear and understandable way, observe generally accepted rules in business.

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

3910 Office manager
3910 Other administrators
3910 Manager assistant
3910 Administrator, transaction manager
3601 General assistant
3602 Administrative clerk

(*) 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/>

©European Communities 2002 ©

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</p> <p>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							
Five -grade:	5	excellent																					
	4	good																					
	3	satisfactory																					
	2	pass																					
	1	fail																					
<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> <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%;">Grade of Written Examination</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td colspan="2">Topics/subjects of oral examination</td> </tr> <tr> <td>Complex (Basics of Economics, Financial Issues, Accounting Issues, Basics of Financial Issues, Basics of Legal Issues, Procedural and Employment Law, Interpretation of Laws, Basic Concepts of International Trade, Marketing, PR, Statistics)</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> <p>Subjects of practical examination</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">IT Studies</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Computer skills</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Typing, Administration Techniques</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Ethics, Protocol</td> <td style="text-align: center;">5</td> </tr> <tr> <td>communication</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>	Topics/subjects of written examination		Grade of Written Examination	5	Topics/subjects of oral examination		Complex (Basics of Economics, Financial Issues, Accounting Issues, Basics of Financial Issues, Basics of Legal Issues, Procedural and Employment Law, Interpretation of Laws, Basic Concepts of International Trade, Marketing, PR, Statistics)	5	Grade of Vocational Theory	5	IT Studies	5	Computer skills	5	Typing, Administration Techniques	5	Ethics, Protocol	5	communication	5	Grade of Vocational Practice	5
Topics/subjects of written examination																							
Grade of Written Examination	5																						
Topics/subjects of oral examination																							
Complex (Basics of Economics, Financial Issues, Accounting Issues, Basics of Financial Issues, Basics of Legal Issues, Procedural and Employment Law, Interpretation of Laws, Basic Concepts of International Trade, Marketing, PR, Statistics)	5																						
Grade of Vocational Theory	5																						
IT Studies	5																						
Computer skills	5																						
Typing, Administration Techniques	5																						
Ethics, Protocol	5																						
communication	5																						
Grade of Vocational Practice	5																						
<p>Access to next level of education/training</p> <p>To higher level vocational education requiring baccalaureate</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, Decree 20/1996. (III.28.) of the Minister of Industry and Trade (IKM) on vocational and examination requirements of office manager, Central programme approved by the Minister of Labour (MüM) under approval number 275/97. 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:

- bacalaureate, passing grade in aptitude tests
- Precondition of admission to vocational examination: vocational or general type 'A' elementary level language examination

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Statistics	100 hours
Economics	100 hours
Marketing	100 hours
Economic law	100 hours
Accounting I.	100 hours
Finance I.	100 hours
Secretarial Skills	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Typing	100 hours
Marketing	100 hours
Accounting I.	100 hours
Finance I.	100 hours
IT application	100 hours
Secretarial Skills	100 hours
Business communication	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