

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

54 4641 07 CAD-CAM TERVEZŐ ÉS DOKUMENTÁCIÓKEZELŐ INFORMATIKUS

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

CAD/CAM DESIGNER AND DOCUMENT HANDLER IT SPECIALIST CAD-CAM DESIGNER AND DOCUMENTATION IT SPECIALIST

(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES**A typical holder of the certificate is able to:**

- assist in the operation of quality assurance systems (observe and ensure adherence to standards and other requirements, execute supervision related tasks, perform documentation, manage issues of non-compliance);
- collect and process external and internal technical and economic information prior to the introduction of new products with reference to the survey of market situation and customer demands;
- relying on the assistance of system administrators, take part in the selection of hardware and software tools for specific tasks as well as in the installation and operation thereof;
- assist in preparing designs: modify, maintain and manage required design and production documentation using up-to-date computerised design programs;
- take part in establishing the image and design of products, produce different drafts and versions of such products;
- take part in the preparation of technical documentation and marketing information related to the market launch of products (technical descriptions, technical documentations, instructions for use, view plan, operation animation, user's manuals, leaflets, fliers, catalogues, etc.; if required, the above person is also competent in producing such materials in the form of modern electronic data carriers, e.g. CD-ROMs or Internet applications);
- take part in the organisation of professional shows, conferences and business meetings, assisting in compiling invitations to bid as well as aiding official procedures (industrial rights related issues and certification processes);
- assist in setting up proper conditions for production of such materials;
- acting as a technology expert, make calculations as well as design production programs using CAM design applications;
- observe regulations concerning management and entrepreneurial practices, labour safety, fire protection, accident prevention and environmental protection as well as further related legal regulations and communication methods.

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

3139 Other information technology related vocations

(*) 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 <table border="1"> <tr> <td colspan="2">Topics/subjects of written examination</td> </tr> <tr> <td>Operation of Computers, Application of General Purpose User Programs</td> <td>5</td> </tr> <tr> <td>Using Quality Assurance Systems</td> <td>5</td> </tr> <tr> <td>CAD Tasks</td> <td>5</td> </tr> <tr> <td>CAM Tasks</td> <td>5</td> </tr> <tr> <td>Technical Purpose Economic Management</td> <td>5</td> </tr> <tr> <td>Preparation of Technical and Advertising Purpose Documents</td> <td>5</td> </tr> <tr> <td>Grade of Written Examination</td> <td>5</td> </tr> <tr> <td colspan="2">Topics/subjects of oral examination</td> </tr> <tr> <td>Defense of the Thesis</td> <td>5</td> </tr> <tr> <td>Same Subjects as Those of Written Examination</td> <td>5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td>5</td> </tr> </table> 2. Assessment of vocational practical preparedness <table border="1"> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td>Diploma Work</td> <td>5</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td>5</td> </tr> </table>	Topics/subjects of written examination		Operation of Computers, Application of General Purpose User Programs	5	Using Quality Assurance Systems	5	CAD Tasks	5	CAM Tasks	5	Technical Purpose Economic Management	5	Preparation of Technical and Advertising Purpose Documents	5	Grade of Written Examination	5	Topics/subjects of oral examination		Defense of the Thesis	5	Same Subjects as Those of Written Examination	5	Grade of Vocational Theory	5	Subjects of practical examination		Diploma Work	5	Grade of Vocational Practice	5
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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 2/2002. (I.18.) of the Minister of Education (OM) on vocational and examination requirements cad-cam designer and documentation IT specialist, Central programme approved by the Minister of Education (OM) under approval number 25050/3/2002.VII.17.																															

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: 50 % Practice: 50 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years

Entry requirements:

- Baccalaureate

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Introduction to Computer Technology, Application Software	100 hours
Quality Assurance	100 hours
Introduction to CAD Operations	100 hours
Introduction to CAM Applications Meretek	100 hours
Artistic and Visual Design	100 hours
Management Tasks	100 hours
Desktop Publishing	100 hours
Multimedia Applications	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

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