

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

53 3435 01 BERUHÁZÓI SZAKELŐADÓ

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

- A typical holder of the certificate is able to: - cooperate in the areas of economic entities, companies, local governments, etc.: =call for invite investment applications, tenders; to specify requirements, = perform the technical controlling tasks related to various investment projects, = plan, organise and implement investments within his competence, = complete the technical licensing procedure, = prepare the investment and conduct negotiations, = prepare the economic calculations (expenditure, price index, return rates, yield, etc.) of investments, = elaborate on question related to developments, capital expenditure planning, organisation and set back arising from public economic tasks, = prepare business development decisions; manage export- and import-oriented purchases, = apply material settlement techniques, = handle material price-related disputes, = prepare construction industry budgets, = make pre- and post-calculations, = handle local governments' settlement management and public procurement matters, = improve foundations' and non-profit organisations' investments. - lead tender negotiations; - program investments in terms of time and space and monitor implementation; - make out and verify invoices, handle the basic invoicing documents; - keep and verify construction and survey diary; - manage fixed assets and keep records of them; - assess and analyse investment-related material utilisation; - handle the administration of investments, manage correspondence; - perform reconciliations with authorities; manage technical hand-over/take-over procedures.

**4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE**3611 Investment administrator  
3199 Other technical administrator  
3623 Material manager and procurer**(\*) 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><b>Name and status of the institute issuing the certificate</b></p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></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><b>Level of the certificate (national or international)</b></p> <p><b>Level of vocational qualification according to the National Qualification Register:</b></p> <p><b>ISCED97 code:</b> 4CV</p>	<p><b>Grading scale / Pass requirements</b></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	
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<p><b>Certificate number:</b></p> <p>PT K</p> <p><b>Serial number:</b></p> <p>123456</p> <p><b>Certificate issue date:</b></p> <p>2023.09.14</p>	<p><b>Description of vocational theoretical and practical subjects and their grades according to the five-grade scale</b></p> <p><b>1. Grades of vocational theoretical examination subjects</b></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 (Planning, Organisation, Implementation of Investments, Accounting Skills, Legal Skills, Economic Calculations Skills Related to Investments)</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><b>2. Assessment of vocational practical preparedness</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td>Written Assignment (Planning, Organisation, Implementation of Investments, Investment-Related Accounting Skills, Legal Skills, Profitability Calculations Related to Investments)</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 (Planning, Organisation, Implementation of Investments, Accounting Skills, Legal Skills, Economic Calculations Skills Related to Investments)	5	Grade of Vocational Theory	5	Subjects of practical examination		Written Assignment (Planning, Organisation, Implementation of Investments, Investment-Related Accounting Skills, Legal Skills, Profitability Calculations Related to Investments)	5	Grade of Vocational Practice	5
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<p><b>Access to next level of education/training</b></p> <p>To advanced level vocational education</p>	<p><b>International agreements</b></p>																
<p><b>Other information concerning the vocational training process</b></p>																	
<p><b>Legal basis</b></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 29/1998. (V.13.) of the Ministry Minister of Industry and Trade (IKM) on vocational and examination requirements of investment officer.</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: 90 % Practice: 10 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		250 hours

**Entry requirements:**

- Baccalaureate
- Specialised higher education degree, or specialised calculator, price expert or technician qualification and minimum two years' business experience

**Further information:**

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Filled in by the exam organiser.

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**