

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

55 7822 01 VENDÉGLÁTÓ SZAKMENEDZSER

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

- establish, organize, operate and dissolve small and medium enterprises as well as participate in these activities;
- systematize, analyze and apply information necessary for strategic decisions, and make decisions based on these;
- define and shape prices, costs and profit management on business unit level;
- handle business correspondence and carry on negotiations in Hungarian and in a foreign language;
- knows and is able to implement the tasks connected to the compilation of marketing plans, advertising and propaganda activities, PR work and shaping the image of the business;
- apply the methods of market research and competitor analysis;
- find the most favourable sources of supply in terms of orders, conclusion of supply contracts and establish and develop the related business and supplier relationships;
- organize and require the colleagues the quality control of the purchased goods, their receipt in accordance with quality requirements, as well as correct the defects arising during the storage of food and eliminate decomposed food;
- manage the preparatory works of cooking;
- prepare the food categories and products with knowledge of the composition and the necessary amount of raw materials, spices and other additives as well as the technological procedures needed;
- draw up a menu following the principles of modern nutrition, determine the nourishing value of the various types of food;
- organize a wide choice; in addition receive and serve guests in a sophisticated manner, apply methods serving payment and leaving;
- observe the rules of etiquette and protocol related to the organization of events and also make colleagues observe them;
- communicate with guests also in a foreign language;
- inform guests, recommend programs, provide up-to-date information in connection with the given region;
- recommend the guests the art historical, historical, ethnographical etc. attractions of our country and the given region;
- as a manager, apply the rules of law in connection with the start and termination of employment.

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

5129 Employee in catering trade
1415 Manager of small hotels or catering services
1354 Direct production manager of a unit performing commercial and catering activities
3643 Reception clerk
5129 Other catering trade occupations

(*) 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 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: 55 Higher level vocational qualification based on the baccalaureate.</p> <p>ISCED97 code: 5B</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									
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<p>Certificate number: PT K</p> <p>Serial number: 123456</p> <p>Certificate issue date: 2015.01.15</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%;">Thesis Paper (Complex Skills)</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>Defence of Thesis</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Study of Nutrition</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Economic Management Skills in Catering Trade</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Oral Examination</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td style="width: 80%;">Vocational practice</td> <td style="width: 20%; 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		Thesis Paper (Complex Skills)	5	Grade of Written Examination	5	Topics/subjects of oral examination		Defence of Thesis	5	Study of Nutrition	5	Economic Management Skills in Catering Trade	5	Grade of Oral Examination	5	Grade of Vocational Theory	5	Subjects of practical examination		Vocational practice	5	Grade of Vocational Practice	5
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<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 Qualification Register, Decree no. 26/2001. (VI.27.) OM of the Minister of Education on the general rules and rules of procedure of vocational examinations, Decree no. 50/1999. (IX.10.) GM of the Minister of Economic Affairs on the amendment of Decree no. 5/1997. (III.5.) IKIM of the Minister of Industry, Trade and Tourism on qualifications required for performing specific industrial, commercial and tourism related activities, Central programme approved by the Minister of Labour (MüM) under approval number 1429/97. III.23, Decree 18/1995. (VI.6.) of the Minister of Industry and Trade (IKM) on vocational and examination requirements of catering trade managers.</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: 40 % Practice: 60 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years

Entry requirements:

- Baccalaureate. Passing the aptitude test is necessary

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

General and Professional Foreign Language	100 hours
The Man and the Environment	100 hours
Technical - Technological Studies	100 hours
Organization and Economic Management of Catering Trade Enterprises	100 hours
Marketing and Management Techniques	100 hours
Entrepreneurship and Legal Skills	100 hours
Study of Nutrition	100 hours
Management Skills	100 hours
Business Administration	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Vocational training	100 hours
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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: 2015.01.15

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