

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

55 3433 01 GAZDASÁGI IDEGEN NYELVI LEVELEZŐ

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)FOREIGN LANGUAGE CORRESPONDENCE CLERK SPECIALISED IN FINANCIAL ISSUES
(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:
- compose, translate and answer foreign language letters related to foreign economic matters bearing in mind the economic environment and culture of the country concerned;
- using a word-processor, compose and prepare foreign language invitations, brochures and other documents;
- interpret foreign documents on economic matters as well as develop and implement action plans accordingly;
- compile and prepare documents to be used for negotiations;
- prepare meeting minutes and memoranda;
- mail, validate data as well as request and provide information via computer network;
- handle documents required for his/her activity;
- verbally communicate with foreign partners (handle foreign language phone calls, enquiries, take part in official procedures and personal meetings).

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

3621 Sales 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 Ministry of Education (OM-NKÖM), an independent professional board commissioned by the Ministry of Education per qualification.</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: 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" style="text-align: center;">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 85%;">In Two Foreign Languages:</td> <td style="width: 15%; text-align: center;">5</td> </tr> <tr> <td>Typing and Word-Processing Skills</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Composition in the Foreign Languages (Based on Situations and Business Letters in Hungarian and in the Foreign Languages)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Translation (of a Foreign Language Text on Economy Into Hungarian)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Linguistic Correctness</td> <td style="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" style="text-align: center;">Topics/subjects of oral examination</td> </tr> <tr> <td>Situation of Professional Communication</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Interpretation of a Foreign Language Newspaper Article in Hungarian</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Reformulating a Hungarian Newspaper Article on an Economic Issue in the Foreign Languages</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Listening to Audio or Video Taped Foreign Language Materials on Vocational Issues and Making Verbal Comments</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Linguistic Correctness</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" style="text-align: center;">2. Assessment of vocational practical preparedness</td> </tr> <tr> <td colspan="2" style="text-align: center;">Subjects of practical examination</td> </tr> <tr> <td>Diploma Work</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		In Two Foreign Languages:	5	Typing and Word-Processing Skills	5	Composition in the Foreign Languages (Based on Situations and Business Letters in Hungarian and in the Foreign Languages)	5	Translation (of a Foreign Language Text on Economy Into Hungarian)	5	Linguistic Correctness	5	Grade of Written Examination	5	Topics/subjects of oral examination		Situation of Professional Communication	5	Interpretation of a Foreign Language Newspaper Article in Hungarian	5	Reformulating a Hungarian Newspaper Article on an Economic Issue in the Foreign Languages	5	Listening to Audio or Video Taped Foreign Language Materials on Vocational Issues and Making Verbal Comments	5	Linguistic Correctness	5	Grade of Vocational Theory	5	2. Assessment of vocational practical preparedness		Subjects of practical examination		Diploma Work	5	Grade of Vocational Practice	5
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<p>Access to next level of education/training</p> <p>To OKJ vocational qualification requiring a degree of higher education</p>	<p>International agreements</p>																																				
<p>Other information concerning the vocational training process</p>																																					

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 19/2000. (VII.26.) of the Minister of Education (OM) on vocational and examination requirements of foreign language correspondence clerk

specialised in financial issues..

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:

- bacalaureate

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

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