

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

55 3434 02 TITKÁRSÁGVEZETŐ

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

- correctly use the standards of everyday language and apply these standards in his/her written and oral communication,
- apply standards of oral articulation, competence and expression,
- define the basic notions of correspondence,
- apply formal requirements pertaining to preparation of documents,
- prepare documents related to employment issues,
- prepare documents concerning communication with official organisations (authorities, administrative bodies), as well as in-house and finance-related related documents,
- touch-type using ten fingers, typing a minimum of 170 characters per minute,
- apply technical formatting guidelines when preparing simple documents and letters,
- copy foreign language texts and letters,
- use computers (switching on computers, performing virus checks and eliminating viruses, use of state-of-the art operating systems and utilities),
- word process,
- use up-to-date spreadsheets and database management applications,
- apply knowledge of economics (corporate, financial, taxation, accounting issues),
- apply knowledge of law (constitutional law, civil law, economic law, employment law),
- prepare contracts,
- perform secretarial and administration tasks,
- manage office supplies,
- perform organisational tasks,
- make use of the interdependence of knowing the partners and ways of personal communication,
- enforce ethical standards,
- apply his/her knowledge of management and organisational issues,
- communicate professional matters in foreign languages,
- organise and manage automated office work,
- perform marketing tasks,
- manage projects.

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

1349 Managers of other sub-units carrying out functional activity
3619 Other financial administrators
3139 Other information technology related vocations
4119 Other information technology related occupations of the analytical type
4193 Office administrator, clerk
4299 Other information technology related occupations of the analytical type

(*) 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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SAMPLE

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">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 80%;">Typing</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>10 Minutes of Copying a Hungarian and a Foreign Language Text</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Preparing an Official Letter</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">Topics/subjects of oral examination</td> </tr> <tr> <td>Financial and Marketing Issues (in Hungarian)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Law (in Hungarian)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Secretarial Knowledge (in a Foreign Language - I.e. in English or German)</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%;">Computer Use, Word-Processing, Spreadsheet and Database Management</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Vocational Communication in a Foreign Language (Writing a Business/Corporate Letter Without Assistance, Business Situations)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Organisation, Management and IT Support of an Automated Office (Thesis)</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		Typing	5	10 Minutes of Copying a Hungarian and a Foreign Language Text	5	Preparing an Official Letter	5	Grade of Written Examination	5	Topics/subjects of oral examination		Financial and Marketing Issues (in Hungarian)	5	Law (in Hungarian)	5	Secretarial Knowledge (in a Foreign Language - I.e. in English or German)	5	Grade of Vocational Theory	5	Subjects of practical examination		Computer Use, Word-Processing, Spreadsheet and Database Management	5	Vocational Communication in a Foreign Language (Writing a Business/Corporate Letter Without Assistance, Business Situations)	5	Organisation, Management and IT Support of an Automated Office (Thesis)	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>																															
<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 23/2000. (VIII. 15.) of the Minister of Education (OM) on vocational and examination requirements of head of secretary's office.</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: 30 % Practice: 70 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years

Entry requirements:

- baccalaureate
- Precondition of admission to vocational examination:
- first language: vocational, type 'A' intermediate level language examination,
- second language: general, type 'A' elementary level language examination

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