

1. TITLE OF THE CERTIFICATE (HU)

55 3441 01 BANKI SZAKÜGYINTÉZŐ

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)SPECIALISED BANK ADMINISTRATOR
(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: - primarily in the cash movement, deposit, loan, securities trading and foreign exchange business branch activities performed by the bank's network units: = communicate with the customers, provide continuous information to the customers, = organise and perform tasks deriving from everyday customer traffic, = perform cashier and deposit handling tasks, = organise and perform back office tasks deriving from everyday customer traffic, = collaborate in the analysis work performed by the bank, = effectively apply the relevant decrees, laws and internal regulations, - apply legal statutes; - collect, record and provide bank information and data; - perform regulatory preparatory and analysis tasks; - collaborate in inspections; - initiate measures in cases outside of his/her own sphere of authority.

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

3635 Securities and foreign exchange trader
3639 Other financial institution administrators
3631 Financial institution financing administrator
3632 Financial institution administrator of payment and deposit turnover
3633 Currency and securities sales administrator for financial institutions

(*) 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 Finance (PM), a vocational qualification-related independent professional committee commissioned by the PM																																
Level of the certificate (national or international) Level of vocational qualification according to the National Qualification Register: 55 Higher level vocational qualification based on the baccalaureate. ISCED97 code: 5B	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>General finance-bank studies money turnover studies studies in connection with network foreign exchange transactions studies in connection with other public products and their marketing</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>General finance-bank studies</td> <td>5</td> </tr> <tr> <td>Money circulation studies</td> <td>5</td> </tr> <tr> <td>studies in connection with network foreign exchange transactions</td> <td>5</td> </tr> <tr> <td>studies in connection with other public products and their marketing</td> <td>5</td> </tr> <tr> <td>Studies in connection with public and small enterprise loans</td> <td>5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td>5</td> </tr> <tr> <td colspan="2">2. Assessment of vocational practical preparedness</td> </tr> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td>studies in connection with network foreign exchange transactions</td> <td>5</td> </tr> <tr> <td>studies in connection with other public products and their marketing</td> <td>5</td> </tr> <tr> <td>Studies in connection with public and small enterprise loans</td> <td>5</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td>5</td> </tr> </table>	Topics/subjects of written examination		General finance-bank studies money turnover studies studies in connection with network foreign exchange transactions studies in connection with other public products and their marketing	5	Grade of Written Examination	5	Topics/subjects of oral examination		General finance-bank studies	5	Money circulation studies	5	studies in connection with network foreign exchange transactions	5	studies in connection with other public products and their marketing	5	Studies in connection with public and small enterprise loans	5	Grade of Vocational Theory	5	2. Assessment of vocational practical preparedness		Subjects of practical examination		studies in connection with network foreign exchange transactions	5	studies in connection with other public products and their marketing	5	Studies in connection with public and small enterprise loans	5	Grade of Vocational Practice	5
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Access to next level of education/training To higher education requiring baccalaureate or the acquisition of a National Qualification Register qualification based on a higher education qualification	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,
Ministry of Finance decree 20/1998. (VII.22.) PM on the vocational and examination requirements of the specialised bank administrator.

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: 35 % Practice: 65 %	
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

Basic and mandatory vocational modules:

Mathematics for Economic Studies	100 hours
Statistics	100 hours
Business Economy	100 hours
Economics	100 hours
Basics of Law	100 hours
Organisation of Undertakings	100 hours
Computer skills	100 hours
Economic IT	100 hours
Behaviour culture	100 hours
Skill and personality development	100 hours
Employment Market Skills, Work Performance Technique	100 hours
Basic Finances and Banking	100 hours
Finances of Undertakings	100 hours
Banking Transactions	100 hours
Accounting	100 hours
Analysis-inspection-controlling	100 hours
Foreign language	100 hours
Total	100 hours
Special modules:	
Insurance Skills	100 hours
Financial markets	100 hours
Foreign exchange transactions	100 hours
Credit testing	100 hours
EU studies	100 hours
Public bank transactions	100 hours
Credit institute accounting	100 hours
Total	100 hours
Mandatory Elective Course	100 hours
GRAND TOTAL	100 hours

Continuous vocational practice after the first year(42 working days)

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

SAMPLE