

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

54 8933 02 SZOCIÁLIS ASSZISZTENS (MUNKANÉLKÜLIEK SZÁMÁRA FOLYTATOTT KÉPZÉSBEN)

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)**

SOCIAL ASSISTANT  
(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: participate in discovering social needs and demands and in making the voice of disadvantaged groups heard; carry out activities of awareness raising and prevention; assist clients in solving their problems by applying methods of social case study; participate in organising and operating client groups as part of social groupwork therapy; participate in organising and developing communities by applying methods of social work for communities; co-operate with experts, welfare institutions and non-profit organisations; provide first aid in case the client is unconscious or if the client's health shows sudden deterioration or if the client has had an accident; manage administration and documentation related to the job; execute activities in line with values and ethics of social work; effectively communicate professional matters; rely on his / her self-knowledge necessary for his or her work.

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

3311 Social work assistant

**(\*) 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 Youth, Family and Social Affairs and Equal Opportunities (MYFSAEO), a vocational qualification-related independent professional committee commissioned by the MYFSAEO</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> 54 Higher level vocational qualification entitling the holder to fill positions characteristically requiring intellectual work, which is based on the input competence determined in the vocational and examination requirements, on preliminary vocational qualification or on the baccalaureate.</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: 5%;">5</td> <td style="width: 80%;">excellent</td> </tr> <tr> <td></td> <td>4</td> <td>good</td> </tr> <tr> <td></td> <td>3</td> <td>satisfactory</td> </tr> <tr> <td></td> <td>2</td> <td>pass</td> </tr> <tr> <td></td> <td>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> PT K</p> <p><b>Serial number:</b> 123456</p> <p><b>Certificate issue date:</b> 2023.09.14</p>	<p><b>Description of vocational theoretical and practical subjects and their grades according to the five-grade scale</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>1. Grades of vocational theoretical examination subjects</b></td> </tr> <tr> <td colspan="2">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 85%;">Social Studies</td> <td style="width: 15%; text-align: center;">5</td> </tr> <tr> <td>Psychology</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Health preservation</td> <td style="text-align: center;">5</td> </tr> <tr> <td>legal studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Social policy</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>Social Studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Psychology</td> <td style="text-align: center;">5</td> </tr> <tr> <td>The theory of social work</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"><b>2. Assessment of vocational practical preparedness</b></td> </tr> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td>Preliminary assignment</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Direct social work (at least 100 hours) during the last three weeks of vocational practice in an institution providing personal assistance</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Diploma work</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Assignment to be performed in front of the examination committee:</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Defence of diploma work</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Single final grade is calculated from rounded average of grades for parts of practical examination</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>	<b>1. Grades of vocational theoretical examination subjects</b>		Topics/subjects of written examination		Social Studies	5	Psychology	5	Health preservation	5	legal studies	5	Social policy	5	Grade of Written Examination	5	Topics/subjects of oral examination		Social Studies	5	Psychology	5	The theory of social work	5	Grade of Vocational Theory	5	<b>2. Assessment of vocational practical preparedness</b>		Subjects of practical examination		Preliminary assignment	5	Direct social work (at least 100 hours) during the last three weeks of vocational practice in an institution providing personal assistance	5	Diploma work	5	Assignment to be performed in front of the examination committee:	5	Defence of diploma work	5	Single final grade is calculated from rounded average of grades for parts of practical examination	5	Grade of Vocational Practice	5
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<p><b>Access to next level of education/training</b></p> <p>To higher education</p>	<p><b>International agreements</b></p>																																												
<p><b>Other information concerning the vocational training process</b></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,  
Act LXXX of 1993 on higher education,  
Act CI of 2001 on adult education,  
Decree 9/2001. (XII.20.) of the Minister of Social and Family Affairs (SZCSM) on publishing vocational and examination requirements of vocational social qualifications,  
Central programme approved by the Minister of Welfare (NM) under approval number 90.742/1996.

## 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: 50 % Practice: 50 %	
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

**SEAL**