

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

54 8933 04 SZOCIÁLIS, GYERMEK- ÉS IFJÚSÁGVÉDELMI ÜGYINTÉZŐ (MUNKA MELLETT FOLYTATOTT KÉPZÉSBEN)

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

SOCIAL, CHILD AND YOUTH PROTECTION ASSISTANT  
(THIS TRANSLATION HAS NO LEGAL STATUS)

**3. PROFILE OF SKILLS AND COMPETENCES****A typical holder of the certificate is able to:**

- participate in the discovering and mapping of needs and demands in the fields of social services, child welfare provision and child protection;
- establish and operate local support schemes;
- assist members of local governments and the committees thereof in their work, co-operate with the staff of local government departments and institutions and assist preliminary decision making;
- understand regulations pertaining to locally administered related financial issues and the financing and registering of social benefits;
- deal with clients and, in co-operation with clients, find best practices for solving problems and take all related necessary measures observing relevant regulations and local conditions;
- inform clients about social, child welfare as well as child and youth protection grants, benefits, aids and services, provide information about the structure of related institutions and particulars of the application process as well as related advantages and disadvantages;
- manage administration and documentation according to public administrative and institution specific regulations, and act in matters of his/her competence;
- professionally draw up, prepare and file summons, notifications, decisions, minutes, appeals, official documents and certificates, child protection and other field related registers, files, letters, etc.;
- execute computerised data input, manage spreadsheets and word processing, use administrative and other type software applications for administering social care and public guardianship related issues;
- co-operate in management tasks of local government run institutions of social care, child welfare, child protection as well as educational institutions;
- co-operate with welfare purpose institutions and non-profit organisations as well as assist and promote the establishment and operation thereof.

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

3315 Social and child protection 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><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%;">Complex (Introduction to Law, Public Administration, Related Finance, Statistics and Demography, Psychology, Social Work)</td> <td style="width: 15%; 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>Society and Social Studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Social management</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Child and Youth Protection, Public Guardianship Related Administration</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>Preparation of a Document Using a Computer in Computer Lab</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		Complex (Introduction to Law, Public Administration, Related Finance, Statistics and Demography, Psychology, Social Work)	5	Grade of Written Examination	5	Topics/subjects of oral examination		Society and Social Studies	5	Social management	5	Child and Youth Protection, Public Guardianship Related Administration	5	Grade of Vocational Theory	5	<b>2. Assessment of vocational practical preparedness</b>		Subjects of practical examination		Preparation of a Document Using a Computer in Computer Lab	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>																											
<p><b>Legal basis</b></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, 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.</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: 60 % Practice: 40 %	
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**

Mental hygiene	20 hours
Society and Social Care (Including Sociology and Social Politics)	100 hours
Psychology	50 hours
Basics of Law	50 hours
Typing	30 hours
Social work	50 hours
Administrative studies	40 hours
Budgetary studies	40 hours
Statistics and demography	40 hours
Social management	50 hours
Child and Youth Protection, and Public Guardianship Related Administration	50 hours
Document management	40 hours
Optional Courses	40 hours

**MANDATORY VOCATIONAL PRACTICAL SUBJECTS**

Learning techniques	10 hours
Development of group work skills	10 hours
Applying Supervision: Skills Development	20 hours
Society and Social Studies	30 hours
Document management	10 hours
IT user skills	60 hours
Typing	95 hours
Case discussion	15 hours
Vocational skills development	120 hours
Vocational training	150 hours

**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