

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

54 3433 04 VÁMÜGYINTÉZŐ

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)**CUSTOMS 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: - contribute to the conclusion of foreign trade transactions and supply the customs information applicable to the transaction; - obtain the administrative licences required for customs clearance; - issue and submit the customs documents, and provide for any other conditions necessary for customs clearance; - monitor due transactions and take necessary measures; - review completed customs clearances, and handle potential legal remedy matters; - cooperate in the course of audits performed by the competent authorities; - apply the customs administration procedures related to ex-post measures; - initiate criminal proceedings based on his/her knowledge of criminal acts and financial offences belonging to the competence of the customs and finance board; - initiate the customs administration procedure (on which document, where to submit it, what kind of attachments are required); - communicate with foreign partners involved in the transaction; - use personal computers.

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

2529 Other economics related occupations

**(\*) 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																									
<b>Name and status of the institute issuing the certificate</b>	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>  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																								
<b>Level of the certificate (national or international)</b>  <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.  <b>ISCED97 code:</b> 4CV	<b>Grading scale / Pass requirements</b>  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.																								
<b>Certificate number:</b>  PT K  <b>Serial number:</b> 123456  <b>Certificate issue date:</b> 2023.09.14	<b>Description of vocational theoretical and practical subjects and their grades according to the five-grade scale</b> <b>1. Grades of vocational theoretical examination subjects</b> <table border="1"> <tr> <td colspan="2">Topics/subjects of written examination</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>Customs law and customs procedure</td> <td>5</td> </tr> <tr> <td>Commercial customs tariffs and goods know-how</td> <td>5</td> </tr> <tr> <td>Foreign Language (General and Vocational)</td> <td>5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td>5</td> </tr> </table> <b>2. Assessment of vocational practical preparedness</b> <table border="1"> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td>Customs law and customs procedure</td> <td>5</td> </tr> <tr> <td>Commercial customs tariffs and goods know-how</td> <td>5</td> </tr> <tr> <td>Foreign Language (General and Vocational)</td> <td>5</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td>5</td> </tr> </table>	Topics/subjects of written examination		Grade of Written Examination	5	Topics/subjects of oral examination		Customs law and customs procedure	5	Commercial customs tariffs and goods know-how	5	Foreign Language (General and Vocational)	5	Grade of Vocational Theory	5	Subjects of practical examination		Customs law and customs procedure	5	Commercial customs tariffs and goods know-how	5	Foreign Language (General and Vocational)	5	Grade of Vocational Practice	5
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<b>Access to next level of education/training</b>  To advanced level vocational training	<b>International agreements</b>																								
<b>Other information concerning the vocational training process</b>																									
<b>Legal basis</b>  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 35/2002. (X.10.) of the Ministry of Finance (PM) (Annex 4) on vocational and examination requirements of customs administrator, Central programme approved by the Ministry of Education (OM) under approval no. 30282/2002. (VIII.13.).																									

## 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: 70 % Practice: 30 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		1 year

### Entry requirements:

- Baccalaureate
- Prerequisite of admission is preliminary vocational practice
- Precondition of admission to vocational examination:
- Basic level, type 'A' language exam
- in the case of school-based vocational training, the successful completion of the curriculum specified in the Central Programme by the end of the training period,
- In the case of vocational training outside the school system, confirmation by the company providing the training that the person reporting to the examination has participated in vocational training, has completed the minimum number of hours required and has met the requirements set forth by the training institution.

### Further information:

#### MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Customs law and customs procedure	100 hours
Commercial customs tariffs and goods know-how	100 hours
Origin and Customs Value	100 hours
Criminal law	100 hours
Public administration procedure	100 hours
Excise and tax law	100 hours
Foreign trade skills	100 hours
Economic law	100 hours
Business foreign language	100 hours
Finance I.	100 hours

#### MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Customs law and customs procedure	100 hours
Commercial customs tariffs and goods know-how	100 hours
Origin and Customs Value	100 hours
Public administration procedure	100 hours
Excise and tax law	100 hours
Finance I.	100 hours
IT application	100 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**