

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

52 3442 01 SZEMÉLYÜGYI ÜGYINTÉZŐ

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

- Under the control of the employer perform, in a professional manner, the tasks related to human resources management:
- assists the employer in achieving its goals by the efficient utilisation of the workforce and the targeted development of the vocational skills thereof,
- participates in the search, selection, integration and retention of well-trained, motivated workforce,
- participates in the operation of an appropriate remuneration system,
- organises and runs trainings and further trainings,
- performs the operative tasks arising in connection with human resource planning, workforce recruitment and hiring,
- participates in the implementation of partial tasks developed for the employer by external sources related to the management and development of human resources.

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

3603 Human policy 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><b>Level of the certificate (national or international)</b></p> <p><b>Level of vocational qualification according to the National Qualification Register:</b> 52 Intermediate vocational qualification entitling the holder to fill positions requiring physical or 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: 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 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> <p><b>1. Grades of vocational theoretical examination subjects</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Topics/subjects of written examination</b></td> </tr> <tr> <td style="width: 80%;">Communication</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Labour law studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Economics of Undertakings</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Labour Skills</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Human Resources</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"><b>Topics/subjects of oral examination</b></td> </tr> <tr> <td>Labour Skills</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Human Resources</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Social and Welfare Skills</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"><b>Subjects of practical examination</b></td> </tr> <tr> <td>Labour Skills</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Human Resources</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Social and Welfare Skills</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Social Security and Tax Skills</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>Topics/subjects of written examination</b>		Communication	5	Labour law studies	5	Economics of Undertakings	5	Labour Skills	5	Human Resources	5	Grade of Written Examination	5	<b>Topics/subjects of oral examination</b>		Labour Skills	5	Human Resources	5	Social and Welfare Skills	5	Grade of Vocational Theory	5	<b>2. Assessment of vocational practical preparedness</b>		<b>Subjects of practical examination</b>		Labour Skills	5	Human Resources	5	Social and Welfare Skills	5	Social Security and Tax Skills	5	Grade of Vocational Practice	5
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<p><b>Legal basis</b></p> <p>Act LXXVI of 1993 on vocational training, Decree Nr. 4/2004. (12.02.) FMM (Ministry of Employment and Labour).</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: 70 % Practice: 30 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		1 year

**Entry requirements:**

- Baccalaureate

**Further information:**

**MANDATORY VOCATIONAL THEORETICAL SUBJECTS**

Communication	100 hours
Labour Sociology	100 hours
Work Psychology	100 hours
Labour law studies	100 hours
Business Economics	100 hours
Labour Skills	100 hours
Human Resources	100 hours
Social and Welfare Skills	100 hours
Social Security and Tax Skills	100 hours

**MANDATORY VOCATIONAL PRACTICAL SUBJECTS**

IT- Office Administration	100 hours
Statistical skills	100 hours
Thesis Consultation	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**