

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

54 3435 01 Anyaggazdálkodó

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Materials manager

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- Theoretical and practical organisation, management and control of procurements related to materials management and inventory management.
- Organisation and management of the warehousing system.
- Conceptual implementation and management of evaluation methods related to all materials management sub-tasks.
- Implementation and management of a comprehensive logistics system of the entire supply process including materials management.
- Conceptual implementation of the IT system of materials management and the related complete logistics process.
- Implementation and coordination of the conceptual interdependences of the marketing scheme related to materials management.
- Conceptual implementation and coordination of goods distribution and the related transportation system in connection with materials management.

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

3623 Material manager and procurer
1326 Head of transportation and warehousing unit
3624 Storage and Operation Clerk

(*) 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>Name and status of the institute issuing the certificate</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>In the case of vocational qualifications belonging to the competence of the Ministry of Industry and Commerce (IKM), a vocational qualification-related independent professional committee commissioned by the IKM</p>																						
<p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 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>ISCED97 code: 4CV</p>	<p>Grading scale / Pass requirements</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>Certificate number: PT K</p> <p>Serial number: 123456</p> <p>Certificate issue date: 2015.02.03</p>	<p>Description of vocational theoretical and practical subjects and their grades according to the five-grade scale</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">1. Grades of vocational theoretical examination subjects</td> </tr> <tr> <td colspan="2">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 85%;">Preparation of Thesis</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>Defence of Thesis</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Komplex(anyag-,raktár-éskészletgazdálkodás;logisztikai alapelvek;logisztikai szervezés és irányítás;raktározás, szállítás, szállítmányozás; informatika és számítástechnika;vállalatgazdálkodás és üzemszervezés; logisztika helye és szerepe a vállalati vezetésben;műszaki-ökonomiai döntéshozatal főbb módszerei</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">2. Assessment of vocational practical preparedness</td> </tr> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td style="text-align: center;">5</td> </tr> </table>	1. Grades of vocational theoretical examination subjects		Topics/subjects of written examination		Preparation of Thesis	5	Grade of Written Examination	5	Topics/subjects of oral examination		Defence of Thesis	5	Komplex(anyag-,raktár-éskészletgazdálkodás;logisztikai alapelvek;logisztikai szervezés és irányítás;raktározás, szállítás, szállítmányozás; informatika és számítástechnika;vállalatgazdálkodás és üzemszervezés; logisztika helye és szerepe a vállalati vezetésben;műszaki-ökonomiai döntéshozatal főbb módszerei	5	Grade of Vocational Theory	5	2. Assessment of vocational practical preparedness		Subjects of practical examination		Grade of Vocational Practice	5
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<p>Access to next level of education/training to higher education</p>	<p>International agreements</p>																						
<p>Other information concerning the vocational training process</p>																							
<p>Legal basis Act LXXVI of 1993 on Vocational Training.</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		600 hours

Entry requirements:

- secondary school qualification, and
- materials and freight clerk (logistics administrator) vocational qualification, or
- non-vocational university or college degree, and
- a minimum of 2 years of professional experience.

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: 2015.02.03

SEAL