

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

54 8933 03 SZOCIÁLIS GONDOZÓ ÉS SZERVEZŐ

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)**SOCIAL WORKER AND ORGANISER  
(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:
- survey demands for social care as well as the needs of those requiring social care and organize the provision of related services;
- provide information about available social services and benefits as well as assist in the application for such services and benefits;
- manage organisational units under his or her supervision and manage the establishment of necessary conditions for the operation thereof;
- participate in the provision of direct social care activities and supervise such activities carried out by his or her subordinates;
- provide elementary health care as per medical instructions and supervise the provision of such activities carried out by his or her subordinates;
- organise one-to-one and group sessions and the rehabilitation of persons entitled to receiving the above services;
- co-operate with other experts and assists in solving psychic problems;
- manage administration and documentation related to his or her job.

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

3319 Other social care 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

<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 Health, Social and Family Affairs (ESZCSM), a vocational qualification-related independent professional committee commissioned by the ESZCSM</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 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>Related legal and administrative issues</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Health studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Nursing studies</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Special needs / Rehabilitation</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 politics, the theory of social work</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Psychology, nursing</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Management skills, basic financial issues</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>Professional activity (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: complex analysis of the three-week-long work practice</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2">Assignment to be performed in front of the examination committee:</td> </tr> <tr> <td>Basic nursing, caring and first-aid related activities as described in the Central Program</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>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	Related legal and administrative issues	5	Health studies	5	Nursing studies	5	Special needs / Rehabilitation	5	Grade of Written Examination	5	Topics/subjects of oral examination		Social politics, the theory of social work	5	Psychology, nursing	5	Management skills, basic financial issues	5	Grade of Vocational Theory	5	<b>2. Assessment of vocational practical preparedness</b>		Subjects of practical examination		Preliminary assignment	5	Professional activity (at least 100 hours) during the last three weeks of vocational practice in an institution providing personal assistance	5	Diploma work: complex analysis of the three-week-long work practice	5	Assignment to be performed in front of the examination committee:		Basic nursing, caring and first-aid related activities as described in the Central Program	5	Defence of diploma work	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 37/2003. (XII.27.) of the Minister of Education (OM) on the National Qualification Register.

SAMPLE

## 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:**

- Baccalaureate

**Further information:**

**MANDATORY VOCATIONAL THEORETICAL SUBJECTS**

Communication theory	100 hours
Professional-oriented personality development	100 hours
Mental hygiene	100 hours
Case discussion	100 hours
Social Studies	100 hours
Psychology	100 hours
Social policy	100 hours
Related legal and administrative issues	100 hours
Basic financial issues	100 hours
IT	100 hours
Nursing studies	100 hours
Health studies	100 hours
Nursing studies	100 hours
The theory of social work	100 hours
Special needs/Rehabilitation	100 hours
Household studies	100 hours
Social managerial skills	100 hours

**MANDATORY VOCATIONAL PRACTICAL SUBJECTS**

Vocational training	100 hours
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**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**