

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

52 3435 01 EURÓPAI ÜZLETI ASSZISZTENS

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)**EUROPEAN BUSINESS ASSISTANT  
(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:
- copy from typed or printed text using ten fingers' touch-type technique, striking 1100 characters per 10 minutes, create official letters or documents using word-processors based on dictation or from a manuscript within error margins;
- specify the data required for the performance of his/her tasks; collect the data, compile lines and tables; apply the most important statistical indicators; verify the correctness of calculations and accuracy of data; recognise the simplest relations; compile analysis and evaluations for decision-making in a clear and systematic manner;
- analyse the expected impacts of various economic policy decisions and support them with arguments both in terms of the individual micro economic actors and the macro economy as a whole, apply the economic approach, terminology and relations obtained here in other economic subjects; solve minor economic calculation and geometry tasks and interpret them in economic terms;
- use his/her marketing skills in practice taking account of a consumer-oriented approach;
- interpret laws and apply his/her basic legal, state and civil law skills when performing his/her tasks; use the official journals, where the relevant legal regulations are published;
- issue basic accounting vouchers, check incoming vouchers, account for basic economic operations, keep sub-ledgers, prepare trial balance and profit & loss statements, perform the tasks related to single-entry bookkeeping, apply his/her knowledge in line with the modified rules;
- open and close the cash-book and the general ledger manually or on the computer; book the economic events related to financial transactions, payroll items, costs and expenditures, receivables and payables; compile the simplified Balance Sheet and Profit & Loss Statement; calculate total costs and unit cost; perform pre- and post-calculation; analyse cost trends;
- participate in the preparation of financial processes for economic events; keep financial registers and perform securities related administration; perform management tasks related to foreign currency and foreign exchange tasks; in the possession of his/her taxation skills comply with legal tax liabilities, support demands; apply the rules of contribution accounting when performing administrative tasks related to social insurance benefits;
- handle without assistance computers and some accessories; create documents, simple spreadsheet, reports from data files; perform simple analyses; send letters via the network; use incoming documents; apply legal and ethical skills; perform input and processing, provide information, back-up information using the general ledger and current account bookkeeping system, the payroll system, the inventory system, the sales support system, the fixed assets system or the integrated enterprise system.
- manually and on a computer:
  - = perform tasks related to management of materials, such as: define material demand, compile material procurement vouchers, create orders, keep sub-ledger records on materials, take care of the quantitative and qualitative take-over of materials received, prepare quality complaints;
  - = perform tasks related to warehouse management, such as: keep proper sub-ledger records on warehouse stock, establish warehousing-related costs, perform stock-taking and fill in stock-taking vouchers, prepare scrapping protocols,
  - = perform tasks related to sales and invoicing, such as: confirm and keep records of orders, prepare delivery contracts, perform invoicing related tasks (invoicing, registration, processing), perform tasks related to simple sales and delivery abroad (fill out the relevant documents, e.g. customs documents)
  - = apply the basic rules pertaining to the rights and obligations stipulated in the Labour Code (establishing employment relations, termination and suspension of employment, working hours and rest period, remuneration of work, etc.) and perform the related administrative tasks; solve and document payroll-related tasks; keep mandatory employment records and statistics; perform the administration of sub-ledger records, payment obligations and administration in relation to live work manually or with the help of a computer-based payroll application;
  - = use modern office equipment, photocopiers, telephone systems, answering machines, facsimile, dictaphone; maintain proper relations with clients; perform head of secretariat, secretarial tasks; perform tasks related to written communication; organise and manage events and negotiations observing the rules of protocol;
  - = after completing training office practice (vocational practice) in addition to the above: perform the basic comprehensive economic and administrative processes of the undertaking or institution concerned, and after further training solve more complex tasks.

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

3619 Other financial administrators  
3139 Other information technology related vocations  
3611 General secretary  
4119 Other information technology related occupations of the analytical type  
4193 Office administrator, clerk  
4299 Other information technology related occupations of the analytical type

**(\*) 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 Labour (MM), a vocational qualification-related independent professional committee commissioned by the MM</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 border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Topics/subjects of written examination</td> </tr> <tr> <td colspan="2">Complex</td> </tr> <tr> <td style="width: 80%;">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 style="width: 80%;">random selection of topics in three task types (1. assistant tasks, labour management and application of legal knowledge, 2. asset management, warehouse management, sales and invoicing, and related statistical analyses, 3. financial tasks, cost calculation and accounting, and related statistical analyses)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td style="text-align: center;">5</td> </tr> </table> <p><b>2. Assessment of vocational practical preparedness</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td colspan="2">Complex (manual, computer-based communication based)</td> </tr> <tr> <td style="width: 80%;">Grade of Vocational Practice</td> <td style="text-align: center;">5</td> </tr> </table>	Topics/subjects of written examination		Complex		Grade of Written Examination	5	Topics/subjects of oral examination		random selection of topics in three task types (1. assistant tasks, labour management and application of legal knowledge, 2. asset management, warehouse management, sales and invoicing, and related statistical analyses, 3. financial tasks, cost calculation and accounting, and related statistical analyses)	5	Grade of Vocational Theory	5	Subjects of practical examination		Complex (manual, computer-based communication based)		Grade of Vocational Practice	5
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<p><b>Access to next level of education/training</b></p> <p>To advanced level vocational training</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 6/1994. (VIII.31.) of the Minister of Labour (MüM) on vocational and examination requirements of European business assistant, Central program approved by the Minister of Labour (MüM) under approval number 5183/97. (III.23.).</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: 40 % Practice: 60 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		1200 hours

**Entry requirements:**

- Baccalaureate

**Further information:**

**MANDATORY VOCATIONAL THEORETICAL SUBJECTS**

Statistics	100 hours
Economics	100 hours
Marketing	100 hours
Economic law	100 hours
Accounting I.	100 hours
Finance I.	100 hours

Filled in by the exam organiser.

**MANDATORY VOCATIONAL PRACTICAL SUBJECTS**

Typing	100 hours
Accounting and Cost Calculation	100 hours
IT application	100 hours
Trade Economics	100 hours
Human Resource Management and Social Insurance	100 hours
Secretarial Skills	100 hours

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: 2023.09.14

**SEAL**