

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

52 3435 06 VÁLLALKOZÁSSZERVEZŐ

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

- assists in the preparation and implementation of the establishment of new enterprises
- assists in the preparation and realisation of the restructuring of existing enterprises
- assists in the preparation and implementation of the restructuring (dissolution) of the enterprise in question
- assists in identifying the market situation of the enterprise in question, the analysis of the enterprise's market situation and the development and implementation of new ideas and concepts for favourable changes in its market position
- assists in the operation of enterprises
- takes part in the development and analysis of business ideas and concepts
- takes part in the preparation of the strategic and tactical decisions of enterprises
- takes part in establishing the organisational and personal conditions of the enterprise, outlining and developing human resources
- takes part in developing the business plans of enterprises
- takes part in establishing the financial and accounting tasks and organising their execution
- takes part in determining production and service tasks

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE3619 Other financial administrators
3616 Planner**(*) 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 Education (OM), a vocational qualification-related independent professional committee commissioned by the OM</p>																												
<p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 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>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</p> <p>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: 2023.09.14</p>	<p>Description of vocational theoretical and practical subjects and their grades according to the five-grade scale</p> <p>1. Grades of vocational theoretical examination subjects</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 80%;">Entrepreneurial and Management Skills</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Organisational theory and methodology</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Organizational development</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>Presentation of business plans</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Entrepreneurial and Management Skills</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Marketing Skills</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Legal knowledge of enterprises</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>2. Assessment of vocational practical preparedness</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td style="width: 80%;">Preparing a Business Plan</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td style="text-align: center;">5</td> </tr> </table>	Topics/subjects of written examination		Entrepreneurial and Management Skills	5	Organisational theory and methodology	5	Organizational development	5	Grade of Written Examination	5	Topics/subjects of oral examination		Presentation of business plans	5	Entrepreneurial and Management Skills	5	Marketing Skills	5	Legal knowledge of enterprises	5	Grade of Vocational Theory	5	Subjects of practical examination		Preparing a Business Plan	5	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</p> <p>Decree no. 50/1999. (IX.10.) GM of the Minister of Economic Affairs on the amendment of Decree no. 5/1997. (III.5.) IKIM of the Minister of Industry, Trade and Tourism on qualifications required for performing specific industrial, commercial and tourism related activities, Decree 7/1993 (XII. 30.) MüM of the Minister of Labour on the National Qualification Register.</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: 60 % Practice: 40 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		600 hours

Entry requirements:

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Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Exploration of the strategic and tactical options of an enterprise	100 hours
Planning and organisation of marketing activities	100 hours
Coordination of the financial and accounting tasks of enterprises	100 hours
Process engineering and analysis of methods	100 hours
Organisation of manufacturing, service and management systems	100 hours
Communication, identification of internal human resources	100 hours
Corporate law, labour law knowledge	100 hours
Environmental protection and safety considerations of the enterprise	100 hours
Filled in by the exam organiser.	

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Management of computers, design and operation of IT systems	100 hours
Preparation of the enterprise's business plan and credit application	100 hours
Establishment and restructuring of an enterprise	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

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