

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

33 4641 01 Számítógép-kezelő

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Computer operator

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- Manage, operate and use at a basic level computer software used in different areas of social and economic life, in office and administrative work related to the given area and in technical and administrative work of economic entities
- Able to perform routine tasks by operating different computer types
- Monitor the power-up of computers and associated peripherals
- Carry out daily tasks related to the operation of computer systems
- Manage operating systems
- Provide computer support in business, statistical and administrative tasks
- Use word processors, manage spreadsheet programs and database management systems, make presentations, create graphic designs and manage information networks

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

4220 Information technology-related administrative occupations and jobs

3139 Other information technology related vocations

(*) 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 Culture and General Education (MKM), a vocational qualification-related independent professional committee commissioned by the MKM</p>																						
<p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 33 Intermediate vocational qualification entitling the holder to fill positions requiring physical work, which is based on the input competence determined in the vocational and examination requirements or on the school qualification certified with the completion of the tenth grade.</p> <p>ISCED97 code: 3CV</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> <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 colspan="2">Development of a centrally issued line item</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 colspan="2">The examination board asks questions related to solving a practical task</td> </tr> <tr> <td style="width: 80%;">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 colspan="2">Execution of a Complex Examination Task</td> </tr> <tr> <td style="width: 80%;">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		Development of a centrally issued line item		Grade of Written Examination	5	Topics/subjects of oral examination		The examination board asks questions related to solving a practical task		Grade of Vocational Theory	5	2. Assessment of vocational practical preparedness		Subjects of practical examination		Execution of a Complex Examination Task		Grade of Vocational Practice	5
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<p>Access to next level of education/training</p> <p>To secondary education</p>	<p>International agreements</p>																						
<p>Other information concerning the vocational training process</p>																							
<p>Legal basis</p> <p>Decree 16/1994. (VII. 8.) of the Minister of Cultural and Educational Affairs (MKM) on publishing vocational requirements.</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		684 hours

Entry requirements:

- Primary school qualification
- Requirements for medical fitness shall be met.

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Fundamentals of Computers	100 hours
Presentation	100 hours
Information network settings	100 hours
Databases	100 hours
Filled in by the exam organiser.	

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Word processing	100 hours
Spreadsheets	100 hours
Database management	100 hours
Graphics	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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