

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

54-812-01 Idegenvezető

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)**

Tourist guide

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- prepare sightseeing tours and other tourist programmes;
- manage trips and programme of groups and individual clients;
- perform tasks of local tourist guides;
- organize and manage optional programmes;
- organize visits to museums, act as exhibition guide;
- act as interpreter;
- participate in organizing events;
- act as host/hostess;
- represent the interests of their employers and clients;
- deal with different types of clients;
- manage conflicts;
- provide information about laws and regulations in force regarding travelling;
- handle extraordinary situations;
- perform administrative and management tasks;
- handle IT, office and communications tools;
- communicate in Hungarian and in foreign languages orally and in writing;
- comply with the professional etiquette and rules of conduct of tourist guiding.

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

5233 Tourist guide

**(\*) 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>Ministry for National Economy</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><br/>54 advanced vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained primarily in formal education</p> <p><b>ISCED2011 code:</b><br/>4</p> <p><b>NQF level:</b></p> <p><b>EQF level:</b></p> | <p><b>Grading scale / Pass requirements</b></p> <p>Five -grade: 5 excellent<br/>4 good<br/>3 satisfactory<br/>2 pass<br/>1 fail</p>   |                             |   |   |       |                  |                                   |   |       |                       |   |   |       |   |  |   |  |
| <p><b>Certificate number: PT K</b></p> <p>Serial number: 123456</p> <p><b>Certificate issue date: 2023.10.02</b></p>  | <p><b>Results achieved at the examination and their proportion expressed in percentage in the complex mark</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Central written examination</td> <td style="width: 50%;">Computerized administration of a completed guided tour according to previously established criteria</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 15%; text-align: center;">20.00</td> </tr> <tr> <td>Oral examination</td> <td>Presentation of tourism resources</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Practical examination</td> <td>Lead a guided tour in a real-life situation; situation exercise</td> <td style="text-align: center;">5</td> <td style="text-align: center;">50.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td style="text-align: center;">5</td> <td></td> </tr> </table> | Central written examination | Computerized administration of a completed guided tour according to previously established criteria | 5 | 20.00 | Oral examination | Presentation of tourism resources | 5 | 30.00 | Practical examination | Lead a guided tour in a real-life situation; situation exercise | 5 | 50.00 | Result achieved at the complex vocational examination, expressed in grades. |  | 5 |  |
| Central written examination   | Computerized administration of a completed guided tour according to previously established criteria   | 5                           | 20.00   |   |       |                  |                                   |   |       |                       |   |   |       |   |  |   |  |
| Oral examination  | Presentation of tourism resources   | 5                           | 30.00   |   |       |                  |                                   |   |       |                       |   |   |       |   |  |   |  |
| Practical examination   | Lead a guided tour in a real-life situation; situation exercise   | 5                           | 50.00   |   |       |                  |                                   |   |       |                       |   |   |       |   |  |   |  |
| Result achieved at the complex vocational examination, expressed in grades.   |   | 5                           |   |   |       |                  |                                   |   |       |                       |   |   |       |   |  |   |  |
| <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>  |   |                             |   |   |       |                  |                                   |   |       |                       |   |   |       |   |  |   |  |
| <p><b>Legal basis</b></p> <p>Act CLXXXVII of 2011 on Vocational Training<br/>Professional and examination requirements specified in Decree No. 12/2013 (28 March) of the Ministry for National Economy.</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 |                                 | 2 years                             |

**Entry requirements:**

- Secondary school-leaving examination

**Vocational requirement modules:**

- 10058-12 Tourist guiding
- 10059-12 Methods of tourist guiding
- 10060-12 Administrative tasks of tourist guides
- 10061-12 Presentation of tourism resources
- 10062-12 Tourism communication
- 10063-12 Application of management processes
- 11503-12 Tourism-specific Latin language
- 11498-12 Employment I (for courses based on secondary school-leaving examination)
- 11500-12 Occupational health and safety

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: 2023.10.02

**SEAL**