

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

54-481-04 Informatikai rendszergazda

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

- manage and operate computers;
- install, maintain and use office applications, multimedia and communication applications;
- assemble, maintain and repair hardware of computers and peripherals;
- install and maintain the operating system of workstations;
- use basic network concepts and technologies in his/her work;
- install, run and maintain network operating systems;
- install and maintain basic Internet services;
- install and maintain basic Internet services;
- install, configure and operate LAN/WAN network equipment;
- test and troubleshoot LAN/WAN networks;
- ensure LAN/WAN network security;
- perform network supervision and design of small office/home office (SOHO) and medium-sized networks;
- install and configure IT security tools, firewalls and antivirus software;
- put into practice their knowledge of employment and business issues, prepare and make investments;
- manage smaller projects;
- manage databases, use database services and perform database operations;
- perform user and/or web-based tasks using their basic knowledge of programming;
- operate web server systems;
- install, configure and operate wireless networks;
- install, configure and operate VoIP systems;
- operate virtual server environments.

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

3141 Information and communications technology operations technician
3142 Information and communications technology user support technician
3143 Computer network and systems technician
3144 Web systems (network) technician

(*) 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/>

©European Communities 2002 ©

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>Ministry of National Development</p>																																
<p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 54 advanced vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained primarily in formal education</p> <p>ISCED2011 code: 4</p> <p>NQF level:</p> <p>EQF level:</p>	<p>Grading scale / Pass requirements</p> <p>Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail</p>																																
<p>Certificate number: PT K</p> <p>Serial number: 123456</p> <p>Certificate issue date: 2023.10.02</p>	<p>Results achieved at the examination and their proportion expressed in percentage in the complex mark</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Central written examination</td> <td style="width: 40%;">IT basics</td> <td style="width: 10%;">5</td> <td style="width: 30%;">5.00</td> </tr> <tr> <td>Central written examination</td> <td>Networks</td> <td>5</td> <td>10.00</td> </tr> <tr> <td>Oral examination</td> <td>Networks, work organisation</td> <td>5</td> <td>20.00</td> </tr> <tr> <td>Practical examination</td> <td>Network configuration</td> <td>5</td> <td>20.00</td> </tr> <tr> <td>Practical examination</td> <td>Installation and operation of network services</td> <td>5</td> <td>30.00</td> </tr> <tr> <td>Practical examination</td> <td>Database management</td> <td>5</td> <td>5.00</td> </tr> <tr> <td>Practical examination</td> <td>Website creation and programming</td> <td>5</td> <td>10.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td>5</td> <td></td> </tr> </table>	Central written examination	IT basics	5	5.00	Central written examination	Networks	5	10.00	Oral examination	Networks, work organisation	5	20.00	Practical examination	Network configuration	5	20.00	Practical examination	Installation and operation of network services	5	30.00	Practical examination	Database management	5	5.00	Practical examination	Website creation and programming	5	10.00	Result achieved at the complex vocational examination, expressed in grades.		5	
Central written examination	IT basics	5	5.00																														
Central written examination	Networks	5	10.00																														
Oral examination	Networks, work organisation	5	20.00																														
Practical examination	Network configuration	5	20.00																														
Practical examination	Installation and operation of network services	5	30.00																														
Practical examination	Database management	5	5.00																														
Practical examination	Website creation and programming	5	10.00																														
Result achieved at the complex vocational examination, expressed in grades.		5																															
<p>Access to next level of education/training</p> <p>to higher education</p>	<p>International agreements</p>																																
<p>Other information concerning the vocational training process</p>																																	
<p>Legal basis</p> <p>Act CLXXXVII of 2011 on Vocational Training Decree 12/2013 (29 March) of the Minister of National Development on the professional and examination criteria of vocational qualifications falling within the competence of the Minister of National Development.</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		2540 hours

Entry requirements:

- Secondary school-leaving examination

Vocational requirement modules:

- 10815-12 The basics of information technology
- 10826-12 Professional career building, work organisation, communication at the workplace
- 10817-12 Networks, programming and database management
- 10828-12 Operation and supervision of enterprise networks
- 10827-12 Network operating systems and services
- 11498-12 Employment I (for training courses built on secondary school-leaving examination)
- 11499-12 Employment II.
- 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