

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

54-812-03 Turisztikai szervező, értékesítő

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

Tourism organiser, salesperson  
(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- To understand each and every work process of the enterprise in a complex way and to supervise work based upon the direction of the senior management;
- Operating the internet site of the company;
- Participating in the development of the business strategy and organisational operation of the company and in the definition of the image and business profile;
- Compiling the basic inventory of the company and organising the sales process;
- Implementing, supervising and controlling complex tasks (the organisation and handling of further training and the preparation of tenders);
- Maintaining business contacts with the actors of the tourism market;
- Ensuring continuous work flow in every work area of the company.

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

4221 Tour operator, consultant

**(\*) 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><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> 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> 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 4 good 3 satisfactory 2 pass 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: 20%;">Central written examination</td> <td style="width: 40%;">Preparing domestic programme offering</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 30%; text-align: center;">10.00</td> </tr> <tr> <td>Central written examination</td> <td>Preparation of the calculation, script and offer of an inland programme</td> <td style="text-align: center;">5</td> <td style="text-align: center;">15.00</td> </tr> <tr> <td>Oral examination</td> <td>Tourism organisation, sales and the operation of a company</td> <td style="text-align: center;">5</td> <td style="text-align: center;">35.00</td> </tr> <tr> <td>Practical examination</td> <td>Demonstration of premium domestic tourist products (Hungaricums)</td> <td style="text-align: center;">5</td> <td style="text-align: center;">16.00</td> </tr> <tr> <td>Practical examination</td> <td>The introduction of a specific tourism business and its market positioning</td> <td style="text-align: center;">5</td> <td style="text-align: center;">24.00</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	Preparing domestic programme offering	5	10.00	Central written examination	Preparation of the calculation, script and offer of an inland programme	5	15.00	Oral examination	Tourism organisation, sales and the operation of a company	5	35.00	Practical examination	Demonstration of premium domestic tourist products (Hungaricums)	5	16.00	Practical examination	The introduction of a specific tourism business and its market positioning	5	24.00	Result achieved at the complex vocational examination, expressed in grades.		5	
Central written examination	Preparing domestic programme offering	5	10.00																						
Central written examination	Preparation of the calculation, script and offer of an inland programme	5	15.00																						
Oral examination	Tourism organisation, sales and the operation of a company	5	35.00																						
Practical examination	Demonstration of premium domestic tourist products (Hungaricums)	5	16.00																						
Practical examination	The introduction of a specific tourism business and its market positioning	5	24.00																						
Result achieved at the complex vocational examination, expressed in grades.		5																							
<p><b>Access to next level of education/training</b></p> <p>Advancement to higher education</p>	<p><b>International agreements</b></p>																								
<p><b>Other information concerning the vocational training process</b></p> <p>Secondary school final exam</p>																									
<p><b>Legal basis</b></p> <p>Act CLXXXVII of 2011 on Vocational Training 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:**

-

**Vocational requirement modules:**

10061-12 Presentation of tourism resources

10062-12 Tourism communication

10063-12 Application of management processes

10064-12 Selling tourism product offers

10065-12 Operation of tourism businesses

11503-12 Tourism-specific Latin language

11498-12 Employment I (for training courses built 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**