

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

54-346-02 Ügyviteli titkár

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

- perform computer data entry tasks;
- external and internal contact person; prepare, edit, reproduce, manage and store files, letters and other documents for the purpose of establishing and maintaining contacts;
- use computer administrative program packages;
- maintain and manage the records and documents related to the organisation's workforce management;
- perform the stock management and representative tasks within his/her job description;
- perform the tasks related to the management of the petty cash;
- organise and manage administrative work processes;
- manage and use office technological, IT and communication devices and equipment;
- perform independent PR activities related the role;
- communicate with employees, clients, partners and external organisations in Hungarian and in a foreign language by setting up priorities;
- perform administrative tasks in Hungarian and in a foreign language;
- perform descriptive tasks in Hungarian and in a foreign language;
- organise events within and outside the organisation in Hungarian and in a foreign language.

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

4111 Secretary
4112 General office administrator
4113 Typist and text editor
4114 Data entry and encryption associate
4134 HR administrator
3221 Office manager, supervisor
3641 Personal assistant

(*) 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>Ministry for National Economy</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%;">Preparing official and business letters and documents</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 30%; text-align: center;">35.00</td> </tr> <tr> <td>Oral examination</td> <td>Professional know-how</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Practical examination</td> <td>Preparing the base documents of external or internal professional events</td> <td style="text-align: center;">5</td> <td style="text-align: center;">35.00</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 official and business letters and documents	5	35.00	Oral examination	Professional know-how	5	30.00	Practical examination	Preparing the base documents of external or internal professional events	5	35.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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Result achieved at the complex vocational examination, expressed in grades.		5															
<p>Access to next level of education/training</p> <p>To higher educationa</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 27/2012 (27 August) of the Minister for National Economy on the professional and examination requirements of vocational qualifications falling within the competence of the Minister 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:

- 10066-12 Management basic tasks
- 10067-12 Typing and document preparation, document management
- 10070-12 Workplace communication
- 10071-12 Office communication in Hungarian and in a foreign language
- 10072-12 Event and program organisation
- 10073-12 Secretary administration

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