

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

54-346-01 Irodai asszisztens

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Office assistant

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- Perform data entry tasks;
- Enter, update and correct data in tables and databases;
- prepare reports and tables with a spreadsheet software;
- query data from databases and perform simple filtering tasks;
- Display data with the help of graphs and diagrams;
- prepare written documents for the purpose of contacting;
- perform document editing tasks;
- request and collect data and information and transmit those using traditional and electronic methods;
- Participate in the record-keeping and processing of the data and information used by the organisation;
- manage papers and documents;
- use business management and office communication equipment;
- Receive and transmit messages written in shorthand;
- Make notes, memorandums and extract of Minutes from information written in shorthand;
- Keep contact with units within the organisation, colleagues, clients and the other external partners of the organisation;
- Written communication related to basic management tasks;
- Prepare reports, accounts, statements with supervision;
- Prepare the documents and background materials necessary for organising programs, events and meetings;
- Perform the assistance tasks related to the office/management work area of the organisation;
- Keep records both traditionally and with a computer management program related to the operation of the organisation and its business activity.

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

4112 General office administrator

4134 HR administrator

3221 Office manager, supervisor

(*) 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

Name and status of the institute issuing the certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry for National Economy																										
Level of the certificate (national or international) 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 ISCED2011 code: NQF level: EQF level:	Grading scale / Pass requirements Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail																										
Certificate number: PT K Serial number: 123456 Certificate issue date: 2023.10.02	Results achieved at the examination and their proportion expressed in percentage in the complex mark <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Central written examination</td> <td style="width: 45%;">Szervezeti dokumentumok készítése önálló fogalmazással</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">25.00</td> </tr> <tr> <td>Oral examination</td> <td>Válaszadás a szakmai és vizsgakövetelmények alapján összeállított, előre kiadott tételsorokból húzott kérdésekre</td> <td style="text-align: center;">5</td> <td style="text-align: center;">25.00</td> </tr> <tr> <td>Practical examination</td> <td>Edit a formal, business letter or document and use the rules for communication</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Jegyzőkönyv készítése gyorsírás alkalmazásával</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Ügyviteli szoftverkezelés</td> <td style="text-align: center;">5</td> <td style="text-align: center;">10.00</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	Szervezeti dokumentumok készítése önálló fogalmazással	5	25.00	Oral examination	Válaszadás a szakmai és vizsgakövetelmények alapján összeállított, előre kiadott tételsorokból húzott kérdésekre	5	25.00	Practical examination	Edit a formal, business letter or document and use the rules for communication	5	20.00	Practical examination	Jegyzőkönyv készítése gyorsírás alkalmazásával	5	20.00	Practical examination	Ügyviteli szoftverkezelés	5	10.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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Access to next level of education/training Advancement to higher education	International agreements																										
Other information concerning the vocational training process																											
Legal basis 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.																											

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 final exam

Vocational requirement modules:

- 10067-12 Typing and document preparation, document management
- 10070-12 Workplace communication
- 10066-12 Management basic tasks
- 10068-12 Shorthand and keeping of minutes
- 10069-12 Office assistant tasks
- 11500-12 Occupational health and safety
- 11498-12 Employment I (for courses based on secondary school-leaving examination)

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