

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

54-481-02 Gazdasági informatikus

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Economic IT Specialist

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- choose a software for solving basic informatics problems, perform related tasks,;
- start a business, employing an employee and/or being self-employed,;
- undertake a job on the domestic and the EU labour market,;
- perform basic legal, administrative, financial and registration tasks in the business,;
- meet the requirements of the local employers' market,;
- apply the office software package in an integrated way in his/her work,;
- install and operate applications on different types of networks,;
- plan and install a Small Office / Home Office (SOHO) network, and connect it to the Internet,;
- use database services, perform database tasks to manage daily problems and to carry out online tasks,;
- perform programming tasks to manage simple daily problems / to carry out online tasks,;
- perform economic, planning, accounting, financial and management tasks, and be able to choose the right informatics devices for these tasks,;
- able to analyse corporate systems and sub-systems with appropriate methods, able to plan, test, operate new corporate information systems, and adapt an already existing system,;
- develop sub-systems / systems with the most effective and most widespread methods,;
- use target software as many times as possible to perform his/her tasks,;
- plan and perform queries from databases created for statistical and other purposes,;
- analyse, plan and create databases for a specific purpose,;
- work in a system analysis project,;
- perform all his/her tasks related to management, administration, organisation, database planning and queries using the most appropriate IT device,;
- communicate in his/her mother tongue and in English in a level necessary for the profession,;
- understand and translate a technical text in English.

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

3142 Information and communications technology user support technician
3615 Statistical administrator

(*) 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 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%;">Oral examination</td> <td style="width: 50%;">Answering exam questions compiled based on the examination material and disclosed in advance</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">35.00</td> </tr> <tr> <td>Practical examination</td> <td>Preparation and introduction of the final thesis</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Planning, creating and querying a database</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Performing and documenting a project task with project management software</td> <td style="text-align: center;">5</td> <td style="text-align: center;">25.00</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>	Oral examination	Answering exam questions compiled based on the examination material and disclosed in advance	5	35.00	Practical examination	Preparation and introduction of the final thesis	5	20.00	Practical examination	Planning, creating and querying a database	5	20.00	Practical examination	Performing and documenting a project task with project management software	5	25.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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<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		2 years

Entry requirements:

- secondary school leaving examination

Vocational requirement modules:

10815-12 The basics of information technology

10817-12 Networks, programming and database management

10821-12 The basics of economics and system analysis

10822-12 Application of informatics

10826-12 Professional career building, work organisation, communication at the workplace

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