

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

54-841-07 Vasúti személyszállítási ügyintéző

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Rail passenger transport administrator
(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- Up-to-date management of settlements related to cashier activities for passengers, collecting cash income payable to the rail company for deliveries performed in order to protect the assets of the rail company;
- Perform cashier closing duties and the precise handing-over and parcelling of received cash in order to protect the business interests of the rail company;
- Order the domestic and international tickets and hand-written tickets and the collection of the fares in order to facilitate constant work;
- Monitor international tariffs and changes in exchange rates in order to provide up-to-date information;
- Maintain charts associated with cashier activities in order to provide objective data on the work performed;
- Take part in the management and administration of train traffic in line with the methods and at the locations regulated individually and in the technical hand-over process;
- In order to collect the money payable to the Company, issue tickets with and without surcharges with the mobile ticket vending system (MJR), issuing hand-written tickets in special cases;
- Ensure that the necessary passenger transmission tasks are performed;
- In order to be able to settle the collected income, execute his/her reckoning duties;
- In order to serve the comfort of passengers, make sure that the carriages taken over have lighting, heating, air-conditioning and ensure that the necessary measures are taken;
- Report the improper cleanliness and the technical deficiencies of the vehicle in compliance with the local protocols in order to instigate the prompt necessary measures;
- Operate the destination indicators and the passenger information equipment;
- Inform passengers in order to provide them with the required information;
- Report extraordinary events immediately, fill in the necessary forms related to the event and make a report in the events log at the end of the service..

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

3622 Sales administrator
4132 Transportation and logistics manager
5117 Cashier for domestic passengers
5231 Domestic ticket controller

(*) 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 of National Development																									
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: 4 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"> <tbody> <tr> <td>Central written examination</td> <td>Vasúti személyszállítási ügyintéző szakmai ismeretek</td> <td>5</td> <td>25.00</td> </tr> <tr> <td>Oral examination</td> <td>Vasúti személyszállítási ügyintéző szakmai ismeretek</td> <td>5</td> <td>20.00</td> </tr> <tr> <td>Practical examination</td> <td>Közlekedés-szállítási alapismeretek, Vasútforgalmi ismeretek</td> <td>5</td> <td>10.00</td> </tr> <tr> <td>Practical examination</td> <td>Számadó és jegypénztári vizsgafeladatok és elszámolások elvégzése.</td> <td>5</td> <td>35.00</td> </tr> <tr> <td>Practical examination</td> <td>Menetjegy-kiadó gépek kezelése</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> </tbody> </table>		Central written examination	Vasúti személyszállítási ügyintéző szakmai ismeretek	5	25.00	Oral examination	Vasúti személyszállítási ügyintéző szakmai ismeretek	5	20.00	Practical examination	Közlekedés-szállítási alapismeretek, Vasútforgalmi ismeretek	5	10.00	Practical examination	Számadó és jegypénztári vizsgafeladatok és elszámolások elvégzése.	5	35.00	Practical examination	Menetjegy-kiadó gépek kezelése	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 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.																											

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: 60 % Practice: 40 %	
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:

10496-12 Transportation and freight forwarding basics
 10518-12 Knowledge on international tariffs
 10519-12 Cashier settlement and payment skills
 10520-12 Knowledge on national tariffs
 10521-12 Rail traffic skills
 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

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