



## 1. TITLE OF THE CERTIFICATE (HU)

54-841-03 Légi közlekedésüzemvitel-ellátó

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

Air Transport Administrator  
(THIS TRANSLATION HAS NO LEGAL STATUS)

## 3. PROFILE OF SKILLS AND COMPETENCES

**A typical holder of the certificate is able to:**

- prepare and complete various documents using a computer;
- Use IT networks and systems;
- Communicate in a foreign language both orally and in writing;
- Understand and use the foreign language terminology of the trade;
- Organise tasks related to passenger transport;
- Organise tasks related to freight forwarding;
- organise tasks related to air transport vehicle use;
- perform tasks related to air freight forwarding.

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

4132 Transportation and logistics manager  
3622 Sales 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><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 of National Development</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: 25%;">Central written examination</td> <td style="width: 45%;">Plan air transport route, determine costs, complete bills of lading and other documents</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">20.00</td> </tr> <tr> <td>Oral examination</td> <td>Transportation and freight forwarding basics.</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Oral examination</td> <td>Air transport tasks.</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Transportation and freight forwarding basics.</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Prepare and document air transport offer and technology</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</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	Plan air transport route, determine costs, complete bills of lading and other documents	5	20.00	Oral examination	Transportation and freight forwarding basics.	5	20.00	Oral examination	Air transport tasks.	5	20.00	Practical examination	Transportation and freight forwarding basics.	5	20.00	Practical examination	Prepare and document air transport offer and technology	5	20.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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<p><b>Access to next level of education/training</b></p> <p>To higher education</p>	<p><b>International agreements</b></p>																								
<p><b>Other information concerning the vocational training process</b></p>																									
<p><b>Legal basis</b></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: 70 % Practice: 30 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years
<p><b>Entry requirements:</b></p> <ul style="list-style-type: none"><li>- Secondary school leaving examination</li></ul> <p><b>Vocational requirement modules:</b></p> <p>10496-12 Transportation and freight forwarding basics 10498-12 Air transport tasks 11498-12 Employment I (for training courses built on secondary school-leaving examination) 11500-12 Occupational health and safety</p> <p>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.</p> <p><b>National Reference Point – NSZFH – <a href="http://nrk.nive.hu">http://nrk.nive.hu</a></b></p>		
Head of Examination Organiser: Issue date: 2023.10.02		<b>SEAL</b>