

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

51-481-03 Webmaster

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

Webmaster

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- manage and operate computers;
- install, maintain and use office applications, multimedia and communications applications;
- assemble, maintain and repair hardware of computers and peripherals;
- install and maintain the operating system of workstations;
- use basic network concepts and technologies in their work;
- install and maintain basic Internet services;
- install, monitor and manage smaller local networks;
- carry out network monitoring and planning tasks of small office and home (SOHO) networks;
- manage smaller projects;
- install, run and maintain network operating systems;
- put into practice their knowledge of employment and business issues, prepare and make investments;
- manage databases, use database services and perform database operations;
- perform user and/or web-based tasks using their basic knowledge of programming;
- operate web server systems.

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

3141 Technician managing IT and communications systems  
3142 Technician supporting the users of IT and communications systems  
3144 Web systems (network) technician

**(\*) 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> 51 upper secondary partial vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained in non-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: 2021.07.21</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: 20%;">Central written examination</td> <td style="width: 40%;">IT basics</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 30%; text-align: center;">20.00</td> </tr> <tr> <td>Oral examination</td> <td>Networks, work organisation</td> <td style="text-align: center;">5</td> <td style="text-align: center;">25.00</td> </tr> <tr> <td>Practical examination</td> <td>Installation and operation of network services</td> <td style="text-align: center;">5</td> <td style="text-align: center;">35.00</td> </tr> <tr> <td>Practical examination</td> <td>Database management</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5.00</td> </tr> <tr> <td>Practical examination</td> <td>Website creation and programming</td> <td style="text-align: center;">5</td> <td style="text-align: center;">15.00</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	IT basics	5	20.00	Oral examination	Networks, work organisation	5	25.00	Practical examination	Installation and operation of network services	5	35.00	Practical examination	Database management	5	5.00	Practical examination	Website creation and programming	5	15.00	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>Advancement 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: 40 % Practice: 60 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		900 hours
<p><b>Entry requirements:</b></p> <ul style="list-style-type: none"><li>- Secondary school final exam</li></ul> <p><b>Vocational requirement modules:</b></p> <ul style="list-style-type: none"><li>10815-12 The basics of information technology</li><li>10817-12 Networks, programming and database management</li><li>10826-12 Professional career building, work organisation, communication at the workplace</li><li>10827-12 Network operating systems and services</li></ul> <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: 2021.07.21		<b>SEAL</b>