

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

54-841-06 Vasúti árufuvarozási ügyintéző

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

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

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- Regular liaison with the responsible staff of other railway companies;
- Perform coordination activities with the supervisors of organisations and technical areas;
- Organise and supervise the work of staff performing rail freight transportation and synchronise the tasks of colleagues;
- Organise, execute and insure the tasks of freight transport falling within his/her scope of responsibility;
- Cooperate in making the freight transport activity more effective and in executing and organising the tasks;
- Apply and operate the technologies used in freight transport;
- Perform the operating, coordinating, organising and controlling tasks related to freight transport;
- Perform the activities related to the train traffic and the takeover and receiving of trains;
- Arrange the tools required for the technological processes and the availability of workforce required to perform the activity and coordinate the necessary regrouping of staff;
- Perform the freight transport tasks related to the transport contract;
- Determine, organise and check the servicing of the place of loading;
- Complying with the stipulations laid down in the national and international regulations on freight transport, implement the safe transport of goods and the provision of quality services to customers;
- Provide quality freight transport services and ensure that the revenues of the freight company are achieved by the constant liaison with clients and by organising, administering and documenting the freight services;
- Performing the organising, coordinating and operational tasks related to the preparation of trains, the operation of freight trains according to schedule and the processing of freight transport data at the station(s) under his/her charge.

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

3622 Sales administrator
3161 Work and production organiser
4132 Transportation and logistics manager
8412 Occupation related to railway vehicle driving

(*) 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: 2021.07.21</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: 25%;">Central written examination</td> <td style="width: 45%;">Taking over and receiving trains and railway depot tasks and rail freight transport</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">60.00</td> </tr> <tr> <td>Oral examination</td> <td>Rail freight transport administrator technical skills</td> <td style="text-align: center;">5</td> <td style="text-align: center;">25.00</td> </tr> <tr> <td>Practical examination</td> <td>Transport/transportation and railway transport vehicle management</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	Taking over and receiving trains and railway depot tasks and rail freight transport	5	60.00	Oral examination	Rail freight transport administrator technical skills	5	25.00	Practical examination	Transport/transportation and railway transport vehicle management	5	15.00	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>Advancement 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: 70 % Practice: 30 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years

Entry requirements:

- Secondary school final exam
- It is a requirement to meet good health condition criteria.

Vocational requirement modules:

- 10496-12 Transportation and freight forwarding basics
- 10514-12 Basics in taking over and receiving trains and railway depot tasks
- 10515-12 Basics of railway freight transport
- 10516-12 Railway freight transport services and logistics
- 10517-12 Railway transport vehicle management
- 11498-12 Employment I. (in training courses based 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: 2021.07.21

SEAL