

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

51-343-03 Pénztárkezelő és valutapénztáros

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)Cashier and foreign currency administrator
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES****A typical holder of the certificate is able to:**

- perform currency exchange, cashing of checks, as well as the sale and conversion of currencies;
- apply rates and commissions;
- take part in defining and publishing rates;
- on the basis of the documents presented by a natural person, business or institution, assess the entity's status in line with foreign exchange regulations;
- recognise clients' documents and verify their personal identity based on such documents;
- establish the expiry and validity of various documents;
- perform customer due diligence procedures;
- recognise any potential signs of money laundering and terrorism financing;
- report any suspicion of money laundering and terrorism financing as appropriate;
- use the appropriate computer software for making such reports;
- recognise and distinguish between different currencies and types of checks;
- check the tradability and authenticity of Hungarian forints and other currencies;
- verify the validity and authenticity of checks;
- recognise suspected counterfeit Hungarian forints and other currencies;
- perform activities related to the withdrawal of suspected counterfeit legal tenders;
- perform activities related to the management of banknotes and coins unfit for circulation;
- document currency exchange transactions and stock flows;
- perform tasks related to cashier management;
- perform tasks related to depositories;
- take part in assessing the necessary daily stocks;
- maintain a cashier log and a depository registry;
- use computer software applications for currency exchange and recordkeeping;
- use paper-based or digital currency and check information databases, UV-lamps and magnifying glasses;
- engage in document management related to the position;
- provide information to clients as suited to the position.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE3612 Administrator in financial institutions
4211 Bank teller**(*) 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 for National Economy</p>																
<p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 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>ISCED2011 code: 4</p> <p>NQF level: 4</p> <p>EQF level: 4</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: 25%;">Central written examination</td> <td style="width: 50%;">Performance of special administration tasks, Performance of banknote recognition, banknote examination</td> <td style="width: 12.5%; text-align: center;">5</td> <td style="width: 12.5%; text-align: center;">50.00</td> </tr> <tr> <td>Oral examination</td> <td>Performance of special administration tasks</td> <td style="text-align: center;">5</td> <td style="text-align: center;">25.00</td> </tr> <tr> <td>Practical examination</td> <td>Performance of banknote recognition, banknote examination</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>	Central written examination	Performance of special administration tasks, Performance of banknote recognition, banknote examination	5	50.00	Oral examination	Performance of special administration tasks	5	25.00	Practical examination	Performance of banknote recognition, banknote examination	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 29/2016 (VIII. 26.) NGM of the Minister for National Economy on the professional and examination requirements of vocational qualifications.</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: 50 % Practice: 50 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		50 hours
<p>Entry requirements:</p> <ul style="list-style-type: none">- Secondary school leaving examination <p>Vocational requirement modules:</p> <p>10146-16 Performance of special administration tasks 10139-16 Performance of banknote recognition, banknote examination</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>National Reference Point – NSZFH – http://nrk.nive.hu</p>		
Head of Examination Organiser: Issue date: 2023.10.02		SEAL