

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

54-811-01 Vendéglátásszervező-vendéglős

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

- establish and operate a business;
- prepare a business plan;
- perform business analyses;
- management with financial responsibility;
- organise and manage the daily activities of the catering business;
- conduct market research, survey patrons' needs and determine the business selection;
- advertise the catering business and services;
- manage patron complaints;
- ensure the company's web presence;
- communicate verbally in Hungarian and in a foreign language;
- communicate in writing in Hungarian and in a foreign language;
- perform production activities;
- perform sales activities.

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

1332 Manager of a catering unit  
5131 Restaurateur  
5132 Waiter  
5133 Bartender  
5134 Cook  
9235 Salesperson in a fast food restaurant

**(\*) 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 for National Economy</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: 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%;">The analysis of a catering or restaurant unit's business management data</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>Business management, organisation and marketing for catering and restaurant services</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Carrying out administrative, production and sales tasks related to pre-orders at catering and restaurant units</td> <td style="text-align: center;">5</td> <td style="text-align: center;">60.00</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	The analysis of a catering or restaurant unit's business management data	5	20.00	Oral examination	Business management, organisation and marketing for catering and restaurant services	5	20.00	Practical examination	Carrying out administrative, production and sales tasks related to pre-orders at catering and restaurant units	5	60.00	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 Professional and examination requirements specified in Decree No. 12/2013 (28 March) of the Ministry for National Economy.</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		2 years

### Entry requirements:

- Secondary school leaving examination
- Those can enrol in adult education courses who hold a pastry chef, cook or waiter/waitress qualification obtained in an apprentice school, have at least five years of job experience in a job available with a qualification obtained in an apprentice school and have also passed the licensing examinations in the given profession

### Vocational requirement modules:

- 10050-12 Catering sales
- 10051-12 Catering marketing and communication
- 10052-12 Catering production
- 10053-12 Catering business management
- 10054-12 Catering business foreign language
- 10055-12 Catering business 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**