

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

54-341-01 Kereskedő

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

Merchant

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- properly create/operate/terminate a business, carry out, manage, organise and supervise the proper operation of a business unit;
- properly, efficiently and effectively organise and operate the activities related to the circulation of merchandise;
- perform tasks related to registration and data provision;
- plan, analyse and evaluate the activities related to the circulation of merchandise;
- analyse and evaluate the effectiveness of the management;
- apply marketing skills in order to ensure the profitable management of the business;
- plan the exterior/interior design of the business unit, as well as its product, price, sales and communication policy;
- carry out market surveys, and apply the results in order to ensure efficient commercial/business activity;
- properly perform and organise activities related to e-commerce;
- carry out office and business administration;
- conduct business correspondence in traditional and electronic form.

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

5111 Merchant  
3622 Sales administrator  
5112 Senior salesperson  
1333 Manager of commercial unit

**(\*) 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/>

©European Communities 2002 ©

## 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> 5</p> <p><b>EQF level:</b> 5</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:</b> PT K</p> <p>Serial number: 123456</p> <p><b>Certificate issue date:</b> 2023.10.02</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%;">Management and operation of businesses</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 30%; text-align: center;">15.00</td> </tr> <tr> <td>Oral examination</td> <td>Commercial marketing</td> <td style="text-align: center;">5</td> <td style="text-align: center;">15.00</td> </tr> <tr> <td>Oral examination</td> <td>Distribution of main product groups</td> <td style="text-align: center;">5</td> <td style="text-align: center;">25.00</td> </tr> <tr> <td>Oral examination</td> <td>Distribution of commodity groups</td> <td style="text-align: center;">5</td> <td style="text-align: center;">25.00</td> </tr> <tr> <td>Practical examination</td> <td>Work related to the circulation of merchandise in a business unit/workshop</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Performing administrative tasks related to the circulation of merchandise</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	Management and operation of businesses	5	15.00	Oral examination	Commercial marketing	5	15.00	Oral examination	Distribution of main product groups	5	25.00	Oral examination	Distribution of commodity groups	5	25.00	Practical examination	Work related to the circulation of merchandise in a business unit/workshop	5	20.00	Practical examination	Performing administrative tasks related to the circulation of merchandise	5	25.00	Result achieved at the complex vocational examination, expressed in grades.		5	
Central written examination	Management and operation of businesses	5	15.00																										
Oral examination	Commercial marketing	5	15.00																										
Oral examination	Distribution of main product groups	5	25.00																										
Oral examination	Distribution of commodity groups	5	25.00																										
Practical examination	Work related to the circulation of merchandise in a business unit/workshop	5	20.00																										
Practical examination	Performing administrative tasks related to the circulation of merchandise	5	25.00																										
Result achieved at the complex vocational examination, expressed in grades.		5																											
<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 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: 60 % Practice: 40 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years

**Entry requirements:**

- Baccaleaureate

**Vocational requirement modules:**

- 10032-12 Marketing
- 11718-16 Business correspondence and communication
- 11992-16 Commercial knowledge
- 12057-16 Commercial management
- 10031-16 Distribution of main product groups
- 10033-16 Business and management skills
- 11719-16 Business in practice
- 11498-12 Employment I (for training courses built on secondary school-leaving examination)

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: 2023.10.02

**SEAL**