

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

54-344-03 Vám-, jövedéki- és termékdíj ügyintéző

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

Officer responsible for customs, revenue tax and product fee  
(THIS TRANSLATION HAS NO LEGAL STATUS)

**3. PROFILE OF SKILLS AND COMPETENCES**

**A typical holder of the certificate is able to:**

- perform revenue tasks;
- perform customs tasks;
- performs tasks related to the filing of green tax form;
- keep records green tax products;
- compile and file reports to the authorities related to green tax;
- perform tasks related to energy taxing;
- perform tasks related to basic waste management;
- perform the tasks related to the public health product tax;
- executive the provisions of metal trading legislation;
- comply with legal regulations of penal law and contravention law;
- apply the rules of public administration procedures;
- perform basic tax administration tasks;
- perform professional tasks related to goods classification activities;
- collect and manage data related to the activity;
- implement the instruments of legal remedy;
- use telephones, computers, fax machines, typewriters, stationery products, office supplies, calendars, stamps and copy machines for performing tasks in the job;
- manage paper-based and digital documents related to the job and perform record management tasks.

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

3611 Financial administrator (except for administrator in financial institutions)  
3652 Tax and duties administrator  
4112 General office administrator  
4123 Financial, statistical, insurance administrator  
4131 Stocks and materials registrar  
4132 Transportation and logistics manager  
4136 Document manager, filing clerk

**(\*) 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																				
<b>Name and status of the institute issuing the certificate</b>		<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry for National Economy																		
<b>Level of the certificate (national or international)</b> <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 <b>ISCED2011 code:</b> 4 <b>NQF level:</b> <b>EQF level:</b>		<b>Grading scale / Pass requirements</b> Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail																		
<b>Certificate number: PT K</b>  Serial number: 123456  <b>Certificate issue date: 2023.10.02</b>		<b>Results achieved at the examination and their proportion expressed in percentage in the complex mark</b> <table border="1"> <tbody> <tr> <td>Central written examination</td> <td>Customs legislation tasks, revenue tasks, green tax tasks</td> <td>5</td> <td>40.00</td> </tr> <tr> <td>Oral examination</td> <td>Customs, revenue and green tax tasks</td> <td>5</td> <td>40.00</td> </tr> <tr> <td>Practical examination</td> <td>Goods classification</td> <td>5</td> <td>20.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td>5</td> <td></td> </tr> </tbody> </table>			Central written examination	Customs legislation tasks, revenue tasks, green tax tasks	5	40.00	Oral examination	Customs, revenue and green tax tasks	5	40.00	Practical examination	Goods classification	5	20.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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<b>Access to next level of education/training</b> Advancement to higher education		<b>International agreements</b>																		
<b>Other information concerning the vocational training process</b>																				
<b>Legal basis</b> Act CLXXXVII of 2011 on Vocational Training Professional and examination requirements established by decree no. 25 of 2014 (26 August) of the Minister for National Economy.																				

## 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:**

- School-leaving examination

**Vocational requirement modules:**

11504-12 Performance of basic accounting tasks  
 10156-12 Performance of legal and tax law tasks  
 10157-12 Perform revenue tasks  
 10158-14 Performance of tasks related to the environmental product fee  
 10159-12 Perform customs legislation tasks  
 10160-12 Customs tariff tasks and goods classification  
 11498-12 Employment I  
 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: 2023.10.02

**SEAL**