

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

55 345 01 Kis- és középvállalkozások ügyvezetője II.

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Manager of small and medium-sized enterprises II.
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- create, operate and terminate a business;
- Manage, organise and supervise the business and its different parts;
- perform and manage marketing activities;
- manage and organise the administration of procurement activities;
- manage and perform the administration related to stocks, storage and records and supervise it;
- Perform, manage and supervise sales activities;
- perform, delegate and supervise tasks related to registration and data provision;
- Perform tasks related to the proper management of small and medium-sized enterprises;
- assess and evaluate the market environment;
- Apply the health and safety regulations necessary for the performance of his/her work;
- Apply consumer protection regulations in order to ensure the proper operation of the enterprise;
- Communicate in a foreign language both in written and spoken form in accordance with the CEF's B2 level;
- understand in foreign language the main ideas of complex, even professional texts;
- follow TV shows discussing topics known to him/her in foreign language;
- interact with a degree of fluency and spontaneity with native speakers in topics known to him/her;
- express his/her ideas and opinions in a foreign language on known topics with precision, giving the advantages and disadvantages of various options;
- produce clear, detailed text on a wide range of subjects, write information reports and summaries;
- communicate in written and spoken form with with few language mistakes, in common business situations, he/she is familiar with;
- create written or spoken texts in busines topics less known to him/her;
- give longer, complex presentations, speeches or reports in a foreign language;
- parallelly use more ICT devices for the performance of his/her tasks;
- use the office programme package necessary for his/her work to perform his/her taks;
- request and use on-line services and e-administration necessary for the management of the business.

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

1312 Manager of the unit responsible for industrial activities
1321 Manager of the unit responsible for transfer, logistics and storage activities
1414 Manager of the corporate strategy planning 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/>

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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: 55 advanced vocational qualification add-ons, which are based on vocational qualifications requiring the completion of the secondary school leaving exam and may be obtained primarily in formal education</p> <p>ISCED2011 code: 5</p> <p>NQF level: 5</p> <p>EQF level: 5</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: 20%;">Central written examination</td> <td style="width: 40%;">Complex entrepreneurial knowledge</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 30%; text-align: center;">10.00</td> </tr> <tr> <td>Central written examination</td> <td>Assessment of comprehension, writing and reading in a foreign language, as well as assessment of grammatical, language usage and (general and professional) lexical skills</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Oral examination</td> <td>Assessment of the understanding and speaking skills in a foreign language, as well as the assessment of the grammatical/linguistic and (general and professional) lexical competence</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Practical examination</td> <td>Performance of a complex task related to informatics</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</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	Complex entrepreneurial knowledge	5	10.00	Central written examination	Assessment of comprehension, writing and reading in a foreign language, as well as assessment of grammatical, language usage and (general and professional) lexical skills	5	30.00	Oral examination	Assessment of the understanding and speaking skills in a foreign language, as well as the assessment of the grammatical/linguistic and (general and professional) lexical competence	5	30.00	Practical examination	Performance of a complex task related to informatics	5	30.00	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 No. 8/2017 (V.17.) of the Ministry for National Economy on the amendment of Decree No. 27/2012 (VII.27) of the Ministry for National Economy on the professional and examination requirements of qualifications in subject to the competence of the Minister 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: 70 % Practice: 30 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		1 year

Entry requirements:

- Secondary school final exam

Vocational requirement modules:

11872-16 Managing enterprises

12106-16 Informatics for business managers II.

11873-16 Foreign language and business language II.

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

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