

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

35-345-01 Kis- és közép vállalkozások ügyvezetője I.

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

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

**3. PROFILE OF SKILLS AND COMPETENCES**

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

- Operate and terminate a business;
- Manage, organise and supervise the different parts of a business/enterprise;
- Perform marketing activity;
- Perform the administration related to procurement;
- Perform the administration related to stocks, storage and records and supervise it;
- Perform, manage and supervise sales activities;
- Perform tasks related to the proper management of micro and small enterprises;
- perform tasks related to registration and data provision;
- Assess 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 B1 level;
- understand important information in the studied foreign language in typical business situations, which was disclosed in spoken form in clear texts that discuss known topics;
- understand the essential information of foreign-language TV-shows;
- deal with most situations likely to arise while travelling or working in an area where the language is spoken.;
- produce simple connected text on topics that are familiar or of personal interest.;
- describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans;
- produce simple connected text in writing on known topics;
- communicate in written and spoken form with language mistakes not affecting understanding in common business situations, he/she is familiar with;
- create connected text in written and spoken form in typical business topics;
- choose and use the appropriate digital devices and software known by him/her for the tasks arising during his/her work;
- perform his/her work in a local network;
- use the office programme package necessary for his/her work to perform his/her tasks;
- 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**

1311 Manager of the unit responsible for agricultural, forestry, fishing and hunting activities  
1321 Manager of a unit performing transportation, logistics and storage activities  
1312 Manager of the unit responsible for industrial activities

**(\*) 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> 35 secondary vocational qualification add-ons, which are based on vocational qualifications requiring elementary school qualifications and may typically be obtained in formal education</p> <p><b>ISCED2011 code:</b> 3</p> <p><b>NQF level:</b> 4</p> <p><b>EQF level:</b> 4</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%;">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><b>Access to next level of education/training</b></p> <p>to secondary 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 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:**

- elementary level school education

**Vocational requirement modules:**

11868-16 Managing enterprises

11870-16 Informatics for business managers I.

11871-16 Foreign language and business language I.

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**