

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

52-343-01 Közbeszerzési referens

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

- apply the public procurement act, its execution decrees, other related laws and the documents facilitating the application of laws;
- keep track of the European Commission's activities on public procurement, the case law of the European Court of Justice on public procurement and the current decisions by the Public Procurement Council,;
- review the public procurement institutional system and the tasks of the relevant institutions;
- determine the public procurement obligation, the applicable procedural order and procedural type;
- provide for the planning and related other tasks of the contracting authorities;
- prepare the tender invitation and participate in the compilation of the tender documentation;
- apply the rules on publication and communication;
- perform the public procurement procedural activities and the other tasks required from the contracting authorities and bidders;
- track the performance of contracts concluded on the basis of the public procurement procedure;
- perform the tasks on the bidder's side and keep track of the published public procurement announcements;
- identify the legal violations during the public procurement procedure and participate in the management of any remedy-related complaints;
- apply the regulations of the civil code on public procurements and the regulations of competition law on public procurement;
- apply the relevant provisions of Act CXL of 2004 on the general rules for the procedures and services of administrative authorities (Ket.) in the public procurement remedial procedure;
- identify the criminal facts of the case and corruption situation in public procurement and take the necessary measures;
- act fairly and in accordance with the rules of ethical behaviour in the public procurement procedure;
- ensure publicity in public procurement procedures;
- keep track of the documents required for the control of public procurements, prepare those if needed and keep in touch with the relevant authorities.

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

3639 Other business service not elsewhere classified

(*) 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>Prime Minister's Office</p>																
<p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 52 upper secondary vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained primarily in non-formal education</p> <p>ISCED2011 code: 4</p> <p>NQF level:</p> <p>EQF level:</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: 25%;">Central written examination</td> <td style="width: 50%;">Apply the theory of public procurement</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 15%; text-align: center;">40.00</td> </tr> <tr> <td>Oral examination</td> <td>Legal and public procurement knowledge</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Practical application of public procurement</td> <td style="text-align: center;">5</td> <td style="text-align: center;">40.00</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	Apply the theory of public procurement	5	40.00	Oral examination	Legal and public procurement knowledge	5	20.00	Practical examination	Practical application of public procurement	5	40.00	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>Advancement 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</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: 50 % Practice: 50 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		400 hours

Entry requirements:

- School-leaving examination

Vocational requirement modules:

- 10848-16 Introduction to public procurement
- 10849-16 Public procurement institution system and remedy
- 10858-16 Basic legal institutions
- 11739-16 Public procurement practice
- 11740-16 Publication, communication and electronic official acts

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