

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

35-811-02 Vendéglátó-üzletvezető

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Catering manager

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- establish and operate a catering business;
- perform HR management;
- perform cost-benefit analysis;
- analyse and optimise costs and profits, make proposals on the use of profits;
- manage material resources;
- perform economic analyses and make decisions;
- operate the marketing activities of a catering unit;
- carry out and manage internal and external communication;
- define the range of products and services offered by the catering unit;
- keep contact with authorities;
- manage the operation of the catering unit;
- manage processes related to purchasing, storage, production and sales;
- handle complaints;
- organise and manage financial, fiscal and accounting processes;
- cause to adhere to effective provisions and rules;
- follow changes in professional trends;
- ensure online presence of the business.

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

1332 Manager of a catering 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: 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>ISCED2011 code: 3</p> <p>NQF level: 3</p> <p>EQF level: 3</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: 2021.07.21</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%;">Perform and analyse economical calculations related catering business activities</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 15%; text-align: center;">30.00</td> </tr> <tr> <td>Practical examination</td> <td>Organise the daily work of the catering unit</td> <td style="text-align: center;">5</td> <td style="text-align: center;">70.00</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 | Perform and analyse economical calculations related catering business activities | 5 | 30.00 | Practical examination | Organise the daily work of the catering unit | 5 | 70.00 | Result achieved at the complex vocational examination, expressed in grades. | | 5 | |
| Central written examination | Perform and analyse economical calculations related catering business activities | 5 | 30.00 | | | | | | | | | | |
| Practical examination | Organise the daily work of the catering unit | 5 | 70.00 | | | | | | | | | | |
| Result achieved at the complex vocational examination, expressed in grades. | | 5 | | | | | | | | | | | |
| <p>Access to next level of education/training</p> <p>Advancement to secondary 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 29/2016 (VIII.26.) NGM of the Ministry for National Economy on the professional and examination criteria of vocational courses.</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 | | 720 hours |
| <p>Entry requirements:</p> <ul style="list-style-type: none">- Basic qualification- 34 811 01 Pastry cook, 34 811 04 Cook, 34 811 03 Waiter, waitress, 34 811 06 Innkeeper <p>Vocational requirement modules:</p> <p>11536-16 Marketing in catering 11537-16 Catering management</p> <p>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.</p> <p>National Reference Point – NSZFH – http://nrk.nive.hu</p> | | |
| Head of Examination Organiser: Issue date: 2021.07.21 | | SEAL |