

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

54-812-03 Turisztikai szervező, értékesítő

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

Touristic organiser, salesperson  
(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- To understand each and every work process of the enterprise in a complex way and to supervise work based upon the direction of the senior management;
- Operating the internet site of the company;
- Participating in the development of the business strategy and organisational operation of the company and in the definition of the image and business profile;
- Compiling the basic inventory of the company and organising the sales process;
- Implementing, supervising and controlling complex tasks (the organisation and handling of further training and the preparation of tenders);
- Maintaining business contacts with the actors of the tourism market;
- Ensuring continuous work flow in every work area of the company.

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

4221 Tour operator, consultant

**(\*) 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> 54 advanced vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained primarily in formal education</p> <p><b>ISCED2011 code:</b> 4</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: 60%;">Preparation of a domestic programme offer on a digital surface</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">12.00</td> </tr> <tr> <td>Central written examination</td> <td>Preparation of a calculation, scenario and offer for a domestic programme offer in a digital surface</td> <td style="text-align: center;">5</td> <td style="text-align: center;">18.00</td> </tr> <tr> <td>Oral examination</td> <td>Economic flows, Touristic product offer, business</td> <td style="text-align: center;">5</td> <td style="text-align: center;">40.00</td> </tr> <tr> <td>Practical examination</td> <td>Presentation and analysis of a Hungarian touristic product</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	Preparation of a domestic programme offer on a digital surface	5	12.00	Central written examination	Preparation of a calculation, scenario and offer for a domestic programme offer in a digital surface	5	18.00	Oral examination	Economic flows, Touristic product offer, business	5	40.00	Practical examination	Presentation and analysis of a Hungarian touristic product	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>Advancement to higher 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 29/2016 (VIII. 26.) NGM of the Minister for National Economy on the professional and examination requirements of vocational qualifications.</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: 40 % Practice: 60 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years

**Entry requirements:**

- Secondary school leaving examination

**Vocational requirement modules:**

- 11714-16 Touristic resources
- 11498-12 Employment I (for training courses built on secondary school-leaving examination)
- 11499-12 Employment II.
- 10064-16 Touristic product offer
- 10065-16 Touristic enterprises
- 11715-16 Communication in tourism
- 11716-16 Economic flows in tourism
- 11717-16 Infocommunications technology in tourism

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**