

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

54-345-02 Nonprofit menedzser

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Non-profit Manager

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- to intervene in the foundation of civil society organisations, in ensuring the conditions of their operation, in managing and motivating the staff;
- to maintain contacts with the membership and the elected senior officials or the board of trustees of the civil society organisation, to be able to ensure the flow of information and the exchange of opinions;
- to participate in the establishment of local contacts and to maintain professional relations;
- to get involved in designing, managing, analysing and evaluating the organisation's activity and work programme;
- to plan projects and to manage their implementation;
- to participate in the management and supervision of financial and management activities;
- to cooperate with volunteers or to coordinate their work;
- to use fund-raising techniques, to organise and to operate the tender monitoring and support organising system;
- to organise PR and marketing tasks and to design and conduct training activities;
- to maintain contacts and to cooperate with national and international non-profit organisations;
- to represent organisations, to provide information and data;
- to use lobbying and advocacy techniques;
- to organise and to operate an up-to-date multifunctional record-keeping system;
- to use IT tools for assuming administrative tasks.

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

3910 Other administrators
3631 Conference and event planner
3221 Office manager, supervisor
4112 General office administrator
5349 Other activities related to cultural, sport and entertainment services
4123 Financial, statistical, insurance administrator
4136 Document manager, filing clerk

(*) 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: 54 advanced vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained primarily in formal education</p> <p>ISCED2011 code:</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: 45%;">Project planning and project management</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">50.00</td> </tr> <tr> <td>Practical examination</td> <td>Creation and showcasing of presentations</td> <td style="text-align: center;">5</td> <td style="text-align: center;">50.00</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	Project planning and project management	5	50.00	Practical examination	Creation and showcasing of presentations	5	50.00	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 Professional and examination requirements established by decree no. 25 of 2014 (26 August) 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: 60 % Practice: 40 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years

Entry requirements:

- Maturity examination

Vocational requirement modules:

- 11499-12 Employment II
- 11500-12 Occupational health and safety
- 11504-12 Performance of basic accounting tasks
- 11498-12 Employment I (for training courses built on secondary school-leaving examination)
- 10810-12 Foundation and management of civil society organisations
- 10811-12 Community coordination
- 10812-12 Project planning and project management
- 10813-12 Financial management of civil society organisations
- 10814-12 Programme organisation and non-profit marketing

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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