

1. TITLE OF THE CERTIFICATE (HU)

54-344-02 Vállalkozási és bérügyintéző

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Business and payroll administrator
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- cooperate in drawing up various bylaws;
- prepare and participate in the administration of the tasks related to cash flow and lending;
- keep financial and tax records and perform the related obligations by deadline;
- cooperate in tasks related to entrepreneurial finance;
- participate in the financing of investment, renovation, tender and task-specific projects;
- keep analytic records related to financial and economic processes;
- participate in cost calculations and inventory taking, and the organisation of related tasks;
- keep records of orders and contracts;
- settle incoming and outgoing invoices;
- cooperate in the company's business plan chapters based on the available statistical data;
- Keep health and social security records;
- based on employment-related documentation, perform administrative tasks associated with pays (payroll, recording of taxes and contributions, etc.);
- cooperate in tasks associated with the establishment and termination of employees' employment;
- interpret and fill out payroll and social security related forms;
- use cash flow computer software;
- collect data for further processing;
- manage paper-based and digital documents related to the job and perform record management tasks;
- use telephone, computer, utensils, calendar, stamps, copy machine, scanner for the performance of his or her tasks;
- oversee economic processes necessary for the operation of micro, small and medium enterprises, and perform related administrative tasks during his or her job;
- perform tasks related to accounting, reporting and monitoring activities of micro, small and medium enterprises;
- keep the basis records of individual entrepreneurs (ledger, cash book, income and expense records, income record);
- cooperate in the performance of/perform tax reports of micro, small and medium enterprises as well as individual entrepreneurs;
- participate in sales-related activities;
- use office software.

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

3611 Financial administrator (except for administrator in financial institutions)
4122 Payroll clerk
4112 General office administrator
4123 Financial, statistical, insurance administrator
4136 Document manager, filing clerk
4131 Stocks and materials registrar
4121 Accountant (analyst)
3653 Social security and aid regulatory administrator

(*) 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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MANUAL

5. OFFICIAL BASIS OF THE CERTIFICATE																																				
Name and status of the institute issuing the certificate		Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry for National Economy																																		
Level of the certificate (national or international) 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 ISCED2011 code: 4 NQF level: 5 EQF level: 5		Grading scale / Pass requirements Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail																																		
Certificate number: PT K Serial number: 123456 Certificate issue date: 2023.10.02		Results achieved at the examination and their proportion expressed in percentage in the complex mark <table border="1"> <tbody> <tr> <td>Central written examination</td> <td>Payroll duties</td> <td>5</td> <td>15.00</td> </tr> <tr> <td>Central written examination</td> <td>Social security duties</td> <td>5</td> <td>15.00</td> </tr> <tr> <td>Oral examination</td> <td>Defending the business plan</td> <td>5</td> <td>10.00</td> </tr> <tr> <td>Oral examination</td> <td>Performing human resource management related specialised tasks</td> <td>5</td> <td>10.00</td> </tr> <tr> <td>Practical examination</td> <td>Maintenance of cash registers</td> <td>5</td> <td>20.00</td> </tr> <tr> <td>Practical examination</td> <td>Electronic declaration</td> <td>5</td> <td>15.00</td> </tr> <tr> <td>Practical examination</td> <td>Payroll accounting task</td> <td>5</td> <td>15.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td>5</td> <td></td> </tr> </tbody> </table>			Central written examination	Payroll duties	5	15.00	Central written examination	Social security duties	5	15.00	Oral examination	Defending the business plan	5	10.00	Oral examination	Performing human resource management related specialised tasks	5	10.00	Practical examination	Maintenance of cash registers	5	20.00	Practical examination	Electronic declaration	5	15.00	Practical examination	Payroll accounting task	5	15.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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Access to next level of education/training Advancement to higher education		International agreements																																		
Other information concerning the vocational training process																																				
Legal basis 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.																																				

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		2000 hours

Entry requirements:

- Secondary school leaving examination

Vocational requirement modules:

11504-16 Performance of basic economic activity

11506-16 Tasks related to business financing and taxation

10154-16 Workforce management

10155-16 Performance of tasks related to social security

11498-12 Employment I (for courses based on secondary school-leaving examination)

11499-12 Employment II

10151-16 Performance of payroll tasks

10152-16 Tasks related to the financial management of small and medium enterprises

10153-16 Tasks related to book keeping

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 Organisation:

Issue date: 2023.10.02

SEAL