



1. TITLE OF THE CERTIFICATE (HU)

51-343-01 Banki, befektetési termékértékesítő

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Seller of bank or investment products
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- sell and broker banking and investment products;
- perform client acquisition and customer relations tasks;
- complete and evaluate aptitude and fitness tests;
- open securities and customer accounts, perform account operations and close accounts;
- inform customers about banking and investment products and sell these products to them;
- perform active banking operations;
- prepare decisions and carry out transactions pertaining to active banking operations;
- perform credit monitoring activities;
- perform passive banking operations;
- receive commission on term deposits;
- manage current accounts, cash/valuables, bills of exchange and collection orders;
- manage cash flow;
- accept and manage investment mandates;
- perform supplementary administrative activities and central back-office tasks;
- open and manage credit accounts.

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

3612 Administrator in financial institutions
3613 Stock market and financial agent, broker
4211 Bank teller
4213 Pawnshop administrator and money lender
4123 Finance, statistics, insurance administrator
4225 Information officer for customer service centre

(*) 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: 51 upper secondary partial vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained 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: 2018.11.14</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;"> <thead> <tr> <th style="width: 15%;">Examination type</th> <th style="width: 45%;">name of the exam task</th> <th style="width: 10%;">grade</th> <th style="width: 25%;">proportion in evaluation expressed in percentages</th> </tr> </thead> <tbody> <tr> <td>Central written examination</td> <td>Selling of products of the banking market and the investment market</td> <td style="text-align: center;">5</td> <td style="text-align: center;">40.00</td> </tr> <tr> <td>Oral examination</td> <td>Selling of products of the banking market and the investment market</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Practical examination</td> <td>Banking customer relations and communication</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> </tbody> </table>				Examination type	name of the exam task	grade	proportion in evaluation expressed in percentages	Central written examination	Selling of products of the banking market and the investment market	5	40.00	Oral examination	Selling of products of the banking market and the investment market	5	30.00	Practical examination	Banking customer relations and communication	5	30.00	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 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: 70 % Practice: 30 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		240 hours

Entry requirements:

- Secondary school leaving examination

Vocational requirement modules:

- 11504-16 Performance of basic economic activity
- 10138-16 Tasks related to banking, investment and insurance law
- 10140-16 Selling products of the investment market
- 10137-12 Banking customer relations and communication
- 10136-12 Sales of banking market products

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: 2018.11.14

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