

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

34-341-01 Eladó

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

Shop assistant

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- Contribute to the procurement of the merchandise;
- Receive the merchandise;
- Perform inventory and storage related tasks;
- serve customers with the application of modern sales techniques;
- apply patterns of behaviour and rules of conduct applicable to salespersons;
- use professionally the machines facilitating commercial work;
- fill out and manage sales notes to be used in commercial units;
- Perform sales tasks;
- Perform services complimentary to retail activities;
- Use the cashier machine;
- apply forms of payment with or without cash in the course of recognition of consideration;
- Operate the business unit in accordance with the regulations.

**4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE**5113 Shop assistant  
5117 Retail cashier**(\*) 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> 34 secondary vocational qualifications, which are based on elementary school qualifications or the entry competences defined in the professional and examination requirements and may be typically obtained in formal education</p> <p><b>ISCED2011 code:</b> 3</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: 15%;">Oral examination</td> <td style="width: 55%;">Distribution of food products and chemicals. Answering questions compiled on the basis of the examination requirements and related to the topics provided beforehand</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">20.00</td> </tr> <tr> <td>Oral examination</td> <td>Distribution of technical articles: Answering questions compiled on the basis of the examination requirements and related to the topics provided beforehand</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Work related to the circulation of merchandise in a business unit/workshop</td> <td style="text-align: center;">5</td> <td style="text-align: center;">25.00</td> </tr> <tr> <td>Practical examination</td> <td>Work in a commercial unit/study shop: informing and serving customers with the application of the acquired sales techniques in Hungarian and a foreign language</td> <td style="text-align: center;">5</td> <td style="text-align: center;">35.00</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>	Oral examination	Distribution of food products and chemicals. Answering questions compiled on the basis of the examination requirements and related to the topics provided beforehand	5	20.00	Oral examination	Distribution of technical articles: Answering questions compiled on the basis of the examination requirements and related to the topics provided beforehand	5	20.00	Practical examination	Work related to the circulation of merchandise in a business unit/workshop	5	25.00	Practical examination	Work in a commercial unit/study shop: informing and serving customers with the application of the acquired sales techniques in Hungarian and a foreign language	5	35.00	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>To secondary 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 25/2017 (VIII. 31.) NGM of the Minister for National Economy amending Decree 27/2012 (VIII. 27.) NGM of the Minister for National Economy on the professional and examination requirements of vocational qualifications falling within the sphere of competence 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: 30 % Practice: 70 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		3 years

### Entry requirements:

- In the absence of elementary education
- or pre-school education.
- The training may be started in possession of the competences specified for the professional group entitled "Commerce and marketing, business administration" set forth in the annex of this decree.

### Vocational requirement modules:

11691-16 Theory of sales  
11992-16 Commercial knowledge  
10027-16 Distribution of clothes and miscellaneous manufactured articles  
10028-16 Sale of food and chemical products  
10029-16 Distribution of technical articles  
11497-12 Employment I  
11499-12 Employment II.

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**