

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

54 811 01 Vendéglátásszervező

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

Catering manager

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- operate a business;
- management with financial responsibility;
- organise and manage the daily activities of the catering business;
- conduct market research, survey patrons' needs and determine the business selection;
- advertise the catering business and services;
- manage patron complaints;
- ensure the company's web presence;
- communicate verbally in Hungarian and in a foreign language;
- communicate in writing in Hungarian and in a foreign language;
- perform production activities;
- perform sales activities;
- perform activities related to catering performance.

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

1332 Manager of a catering unit  
5131 Restaurateur  
5132 Waiter  
5133 Bartender  
5134 Cook

**(\*) 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> 5</p> <p><b>EQF level:</b> 5</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: PT K</b></p> <p>Serial number: 123456</p> <p><b>Certificate issue date: 2021.07.21</b></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: 40%;">The analysis of a catering or restaurant unit's business management data</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 30%; text-align: center;">20.00</td> </tr> <tr> <td>Oral examination</td> <td>Tasks of a catering performer and Catering management, organisation, marketing</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Carry out production and sales activities</td> <td style="text-align: center;">5</td> <td style="text-align: center;">10.00</td> </tr> <tr> <td>Practical examination</td> <td>Perform business, production and sales tasks related to business pre-ordering paralelly in two groups</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	The analysis of a catering or restaurant unit's business management data	5	20.00	Oral examination	Tasks of a catering performer and Catering management, organisation, marketing	5	20.00	Practical examination	Carry out production and sales activities	5	10.00	Practical examination	Perform business, production and sales tasks related to business pre-ordering paralelly in two groups	5	50.00	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 No. 25/2017 (VIII.31.) of the Ministry for National Economy amending Decree No. 27/2012 (VIII.27.) of the same Ministry on the professional requirements and examination criteria of professional qualifications falling within the 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: 40 % Practice: 60 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years
<p><b>Entry requirements:</b></p> <ul style="list-style-type: none"><li>- school leaving examination</li></ul> <p><b>Vocational requirement modules:</b></p> <p>11561-16 Basics of management 11518-16 Food studies 11519-16 Basics of food safety 11520-16 Catering 11538-16 Marketing of catering 11539-16 Catering food preparation 11540-16 Foreign language in catering 11541-16 Business management in catering 11497-12 Employment I 11499-12 Employment II.</p> <p>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.</p> <p><b>National Reference Point – NSZFH – <a href="http://nrk.nive.hu">http://nrk.nive.hu</a></b></p>		
Head of Examination Organiser: Issue date: 2021.07.21		<b>SEAL</b>