

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

54-812-01 Idegenvezető

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Tourist guide

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- prepare sightseeing tours and other tourist programmes;
- manage trips and programme of groups and individual clients;
- organise and realise guides independently on a specific area;
- guide visitors in different places (i.e. museums, exhibitions, theme parks, factories and other industrial facilities);
- perform tasks of local tourist guides;
- organize and manage optional programmes;
- organize visits to museums, act as exhibition guide;
- act as interpreter;
- possession of basic first aid skills to help guests;
- participate in organizing events;
- act as host/hostess;
- represent the interests of their employers and clients;
- deal with different types of clients;
- manage conflicts;
- handle extraordinary situations;
- perform administrative tasks to the activity;
- perform administrative and management tasks;
- handle IT, office technology and mediacommunications tools;
- to communicate correctly and comprehensibly in Hungarian and foreign languages;
- comply with the professional etiquette and rules of conduct of tourist guiding;
- carry out his/her activity independently while complying with legal, tax and insurance-related regulations.

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

5233 Tourist guide

(*) 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: 4</p> <p>NQF level: 5</p> <p>EQF level: 5</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: 50%;">Performance of tour guide administration related to a tour package on a computer, based on prespecified aspects</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 15%; text-align: center;">30.00</td> </tr> <tr> <td>Oral examination</td> <td>Presentation of Hungary's touristic attractions</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Tour guiding in lifelike situation, simulation exercise</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	Performance of tour guide administration related to a tour package on a computer, based on prespecified aspects	5	30.00	Oral examination	Presentation of Hungary's touristic attractions	5	20.00	Practical examination	Tour guiding in lifelike situation, simulation exercise	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 Decree No. 8/2017 (V.17.) of the Ministry for National Economy on the amendment of Decree No. 27/2012 (VII.27) of the Ministry for National Economy on the professional and examination requirements of qualifications in subject to 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

Entry requirements:

- Secondary school-leaving examination

Vocational requirement modules:

- 11711-16 Professional knowledge of tour guiding
- 11712-16 Methodology of tour guiding
- 11713-16 Tour guiding in practice
- 11714-16 Touristic resources
- 11715-16 Communication in tourism
- 11716-16 Economic processes in the field of tourism
- 11717-16 Infocommunication technology in the field of tourism
- 11503-12 Tourism-specific Latin language
- 11498-12 Employment I (for courses based on secondary school-leaving examination)
- 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

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