

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

54 346 03 Irodai titkár

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Office secretary

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- type in a fast and efficient way (with the shorthand technique);
- create, edit and multiply documents, letters and other documents used for the creation of external and internal contacts and keeping such contacts;
- correspond in relation to the basic economic and business tasks;
- perform tasks related to table and database management, prepare reports;
- perform tasks related to document management (in traditional and electronic document management system);
- apply electronic administration programme packages;
- manage databases and documents related to the organisation's HR management;
- perform tasks related to representation and office stock management;
- perform tasks related to the management of petty cash;
- organise and manage administration workflows;
- manage and use office technology, IT and communication tools and equipment;
- carry out PR activities independently within his/her job description;
- keep contact with employees, partners, external organisations in Hungarian and one foreign language with an appropriate prioritisation;
- perform administrative tasks in Hungarian and in one foreign language;
- participate in project tasks;
- keep records;
- perform descriptive tasks in Hungarian and in a foreign language;
- keep records, prepare reports and statistics;
- prepare short notes with shorthand;
- organise programmes within the organisation and externally in Hungarian and a foreign language.

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

4111 Secretary
4112 General office administrator
4113 Typist and text editor
4134 HR administrator
3221 Office manager, supervisor
3641 Personal assistant

(*) 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%;">Preparing official and business letters and documents</td> <td style="width: 12.5%; text-align: center;">5</td> <td style="width: 12.5%; text-align: center;">20.00</td> </tr> <tr> <td>Central written examination</td> <td>Communication and administrative tasks for secretaries</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Oral examination</td> <td>Professional knowledge for secretaries</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Practical examination</td> <td>Preparing the base documents of external or internal professional events</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> </table>			Central written examination	Preparing official and business letters and documents	5	20.00	Central written examination	Communication and administrative tasks for secretaries	5	20.00	Oral examination	Professional knowledge for secretaries	5	30.00	Practical examination	Preparing the base documents of external or internal professional events	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 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:

- School-leaving examination

Vocational requirement modules:

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

12085-16 Practice of secretary

10066-16 Basic economic tasks

12082-16 Typewriting and office applications

12083-16 Shorthand

12084-16 Business communication and protocol

10072-16 Organisation of events and programmes

11554-16 Professional foreign language skills for secretaries

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