

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

54 347 01 Idegennyelvű ipari és kereskedelmi ügyintéző

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Foreign language industrial and commercial administrator
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- prepare, update and archive economic and commercial correspondence of the company;
- select suitable quotes of suppliers based on different criteria, and order suitable products and services from suppliers;
- ensure the professional storage of materials used during production and their timely provision;
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- ;
- prepare and perform all accounting tasks related to the production of products and services;
- prepare calculations for the products and services;
- prepare quotes and draft contracts to be concluded with buyers;
- supervise the timely performance individual orders;
- plan and perform marketing measures;
- prepare and perform all bookkeeping tasks related to the sales of products and services;
- organise and optimise work processes;
- prepare payroll accounting;
- assess labour needs in accordance with the company goals and the sales and production plan;
- assess labour needs in accordance with the company goals and the sales and production plan;
- prepare job descriptions and job advertisements;
- prepare and perform all bookkeeping tasks related to the accounting of salaries;
- processing of all external and own invoices of the company for bookkeeping and archive them;
- book to stock and outturn accounts;
- keep records of the deterioration of material assets according to the plans and in addition to the plans;
- determine indicators concerning the financial, asset-related and profitability status of the company;
- plan, implement and assess projects.

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

3622 Sales administrator
3623 Materials manager, purchasing manager
3611 Financial administrator (except for administrator in financial institutions)
3615 Statistical administrator

(*) 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: 45%;">Processing of certain business processes of the manufacturing company in a foreign language</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">50.00</td> </tr> <tr> <td>Oral examination</td> <td>Business process of the manufacturing company in a foreign language</td> <td style="text-align: center;">5</td> <td style="text-align: center;">25.00</td> </tr> <tr> <td>Practical examination</td> <td>Management of projects of the manufacturing company in a foreign language</td> <td style="text-align: center;">5</td> <td style="text-align: center;">25.00</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	Processing of certain business processes of the manufacturing company in a foreign language	5	50.00	Oral examination	Business process of the manufacturing company in a foreign language	5	25.00	Practical examination	Management of projects of the manufacturing company in a foreign language	5	25.00	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 Minister for National Economy on the professional and examination requirements of vocational qualifications.</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		2 years
<p>Entry requirements:</p> <ul style="list-style-type: none">- Secondary school leaving examination <p>Vocational requirement modules:</p> <ul style="list-style-type: none">11787-16 Purchasing processes11788-16 Production processes11789-16 Sales processes11789-16 Sales processes11790-16 Labour related processes11791-16 Financial and accounting knowledge11792-16 Project management11498-12 Employment I11499-12 Employment II <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>National Reference Point – NSZFH – http://nrk.nive.hu</p>		
Head of Examination Organiser: Issue date: 2023.10.02		SEAL