



1. TITLE OF THE CERTIFICATE (HU)

52-322-02 Segédlevéltáros és ügykezelő

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Assistant archivist and administrator
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- perform tasks related to administration, document management, filing, record keeping, archiving and assistance;
- interpret legal regulations, policies, requirements, internal instructions related to the profession, track changes;
- understand the content of professional terms;
- manage manual and electronic technologies applied during information exchange;
- manage archiving documents of lasting value, paper based and electronic public documents, private documents; use administrative systems electronically and on hard copy, in ongoing administration, in the records office and the archives;
- perform processing work related to archives and records (structuring, organisation, culling, assistance preparation);
- perform tasks related to preservation (data protection, document protection), operations safety and disaster control;
- recognise factors damaging documents and data carriers, participate in preventive defense and damage control;
- perform archiving collection site work;
- perform work related to public relations, public education, customer service, researcher service.

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

3641 Personal assistant
3649 Other administrative and legal assistant
3717 Cultural institution specialist technician
4111 Secretary
4112 General office administrator
4114 Data entry and encryption associate
4133 Library and archive data manager
4134 HR administrator
4136 Document manager, filing clerk

(*) 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 of Human Capacities</p>																												
<p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 52 upper secondary vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained primarily in non-formal education</p> <p>ISCED2011 code: 4</p> <p>NQF level: 4</p> <p>EQF level: 4</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: 15%;">Oral examination</td> <td style="width: 45%;">Response to questions compiled vased on the examination requirements and randomly selected from the previously defined topics</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%;"></td> <td style="width: 20%; text-align: center;">24.00</td> </tr> <tr> <td>Oral examination</td> <td>Answering exam questions compiled based on the examination material and disclosed in advance</td> <td style="text-align: center;">5</td> <td></td> <td style="text-align: center;">16.00</td> </tr> <tr> <td>Practical examination</td> <td>Processing of documents, General knowledge related to document management and archiving, Work related to document managemt</td> <td style="text-align: center;">5</td> <td></td> <td style="text-align: center;">36.00</td> </tr> <tr> <td>Practical examination</td> <td>Present a final thesis</td> <td style="text-align: center;">5</td> <td></td> <td style="text-align: center;">24.00</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> <td></td> </tr> </table>				Oral examination	Response to questions compiled vased on the examination requirements and randomly selected from the previously defined topics	5		24.00	Oral examination	Answering exam questions compiled based on the examination material and disclosed in advance	5		16.00	Practical examination	Processing of documents, General knowledge related to document management and archiving, Work related to document managemt	5		36.00	Practical examination	Present a final thesis	5		24.00	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 27/2016 (IX. 16.) EMMI of the Minister of Human Resources on the Vocational 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: 60 % Practice: 40 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		480 hours

Entry requirements:

- Secondary school leaving examination

Vocational requirement modules:

- 10710-12 History of archives and administration
- 10711-12 Processing of documents
- 10712-12 Archives and records management
- 10713-12 Activities of administrators
- 10714-12 Activities of assistant archivists
- 11498-12 Employment I (for training courses built on secondary school-leaving examination)
- 11499-12 Employment II
- 11500-12 Occupational health and safety

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