

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

51-344-01 Bérügyintéző

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Payroll specialist

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- based on employment-related documentation, perform administrative tasks associated with pays (payroll, recording of contributions, etc.);
- cooperate in tasks associated with the establishment and termination of employees' employment;
- interpret and fill out payroll related forms and sheets;
- collect data for further processing;
- manage paper-based and digital documents related to the job and perform record management tasks.

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

4122 Payroll clerk

4121 Accountant (analyst)

(*) 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

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|---|---|-----------------------------|--|---|-------|------------------|--|---|-------|-----------------------|-------------------------|---|-------|---|--|---|--|
| <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: 51 upper secondary partial vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained 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: 2019.10.22</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: 20%;">Central written examination</td> <td style="width: 40%;">Performing payroll related specialised tasks</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 30%; text-align: center;">30.00</td> </tr> <tr> <td>Oral examination</td> <td>Performing human resource management related specialised tasks</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Payroll accounting task</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 | Performing payroll related specialised tasks | 5 | 30.00 | Oral examination | Performing human resource management related specialised tasks | 5 | 20.00 | Practical examination | Payroll accounting task | 5 | 50.00 | Result achieved at the complex vocational examination, expressed in grades. | | 5 | |
| Central written examination | Performing payroll related specialised tasks | 5 | 30.00 | | | | | | | | | | | | | | |
| Oral examination | Performing human resource management related specialised tasks | 5 | 20.00 | | | | | | | | | | | | | | |
| Practical examination | Payroll accounting task | 5 | 50.00 | | | | | | | | | | | | | | |
| Result achieved at the complex vocational examination, expressed in grades. | | 5 | | | | | | | | | | | | | | | |
| <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 29/2016 (VIII.26.) NGM of the Ministry for National Economy on the professional and examination criteria of vocational courses.</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: 70 % Practice: 30 % | |
| Workplace-based | | |
| Accredited prior learning | | |
| Total duration of the education/training leading to the certificate | | 180 hours |
| <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">10154-16 Workforce management10151-16 Performance of payroll tasks <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: 2019.10.22 | | SEAL |