

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

54 341 02 Kereskedelmi képviselő

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Sales representative

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- search for markets, obtain and analyse information, search for products in shortage, excess inventories and sales opportunities;
- define customer target group;
- assess clients' needs;
- establish a network as broad as possible, obtain information rapidly;
- give advice, present products and services, establish pricing;
- represent his or her organisation at different exhibitions, fairs, professional events;
- establish and develop new business relationships, maintain and nourish old ones;
- provide clients and partners with professional advice;
- regularly provide possible customers with information on products and services;
- present samples, catalogues and other promotional materials, present the positive characteristics and benefits of the product or service represented by him or her;
- transmit customers' opinion and needs to the manufacturers and service providers;
- obtain orders from retail and wholesale enterprises and businesses, sell goods;
- preparation of transactions, conclude deals, prepare and collect offers, and transmit orders to the client;
- keep contact with partners, clients and customers, draw up an address list;
- encourage merchandising and POS transactions.

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

3624 Sales agent (except for insurance agents)

3622 Sales 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: 20%;">Central written examination</td> <td style="width: 40%;">Management and operation of businesses</td> <td style="width: 10%;">5</td> <td style="width: 30%;">15.00</td> </tr> <tr> <td>Oral examination</td> <td>Commercial marketing</td> <td>5</td> <td>15.00</td> </tr> <tr> <td>Oral examination</td> <td>Distribution of main product groups</td> <td>5</td> <td>15.00</td> </tr> <tr> <td>Oral examination</td> <td>Distribution of commodity groups</td> <td>5</td> <td>15.00</td> </tr> <tr> <td>Practical examination</td> <td>Presentation of practical tasks related to shop visits. Presentation of practical steps and tasks of the work of sales representatives.</td> <td>5</td> <td>30.00</td> </tr> <tr> <td>Practical examination</td> <td>Negotiation and business techniques</td> <td>5</td> <td>25.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td>5</td> <td></td> </tr> </table>	Central written examination	Management and operation of businesses	5	15.00	Oral examination	Commercial marketing	5	15.00	Oral examination	Distribution of main product groups	5	15.00	Oral examination	Distribution of commodity groups	5	15.00	Practical examination	Presentation of practical tasks related to shop visits. Presentation of practical steps and tasks of the work of sales representatives.	5	30.00	Practical examination	Negotiation and business techniques	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: 60 % Practice: 40 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years

Entry requirements:

- Secondary school leaving examination
- Requirements for medical fitness shall be met

Vocational requirement modules:

11718-16 Business correspondence and communication

11992-16 Commercial knowledge

12057-16 Commercial management

10031-16 Distribution of main product groups

10032-12 Marketing

10033-16 Business and management skills

11880-16 Negotiation and business techniques

11498-12 Employment I (for training courses built 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

SEAL