

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

51-344-06 Pénzügyi projektmenedzser-asszisztens

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)Assistant finance project manager
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES****A typical holder of the certificate is able to:**

- cooperate in the implementation of project objectives from the planning phase;
- facilitate the provisioning of necessary resources;
- apply the laws and professional regulations relevant to the project;
- facilitate the information flow required for project operation and the flow of up-to-date information;
- use office software;
- prepare and organise paper-based and digital documents related to his or her job, perform file management;
- collect data for sub-processing;
- implement the administrative and documentation system, and participate in its maintenance activities;
- seek out tender opportunities;
- participate in writing the tender application by developing its financial sections;
- submit a proposal to the management regarding the implementation of project financing.

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

3611 Financial administrator (except for administrator in financial institutions)
4123 Financial, statistical, insurance administrator
4112 General office 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 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: 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%;">Oral examination</td> <td style="width: 50%;">Project management</td> <td style="width: 12.5%; text-align: center;">5</td> <td style="width: 12.5%; text-align: center;">40.00</td> </tr> <tr> <td>Practical examination</td> <td>compile a case study</td> <td style="text-align: center;">5</td> <td style="text-align: center;">60.00</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> | Oral examination | Project management | 5 | 40.00 | Practical examination | compile a case study | 5 | 60.00 | Result achieved at the complex vocational examination, expressed in grades. | | 5 | |
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| Practical examination | compile a case study | 5 | 60.00 | | | | | | | | | | |
| 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 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: 70 % Practice: 30 % | |
| Workplace-based | | |
| Accredited prior learning | | |
| Total duration of the education/training leading to the certificate | | 960 hours |

Entry requirements:

- secondary school leaving examination

Vocational requirement modules:

11504-16 Performance of basic economic activity

11501-16 Project financing

11502-12 Follow-up of project activities

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