



1. TITLE OF THE CERTIFICATE (HU)

52 481 02 Irodai informatikus

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Office IT specialist

(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- use and operate computers;
- install, maintain and use office applications, multimedia and communication applications;
- carry out hardware installation, maintenance and repair work on computers and peripherals;
- install and maintain the operating system of workstations;
- order and use basic cloud services;
- use basic network concepts and technologies in his/her work;
- install, monitor and manage smaller local networks;
- install, configure and operate LAN/WAN network equipment;
- manage databases, use database services and perform database operations;
- perform web and application tasks in possession of programming knowledge;
- provide technical support for tasks performed using office software;
- automate tasks to be performed regularly with office software and increase efficiency;
- provide help in using open source code systems.

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

3141 Information and communications technology operations technician
3142 Information and communications technology user support technician
3143 Computer network and systems technician

(*) 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/>

©European Communities 2002 ©

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>Minister for Innovation and Technology</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: 20%;">Central interactive examination</td> <td style="width: 40%;">Word processing and spreadsheets</td> <td style="width: 10%;">5</td> <td style="width: 30%;">13.00</td> </tr> <tr> <td>Central interactive examination</td> <td>Introduction to networks I</td> <td>5</td> <td>27.00</td> </tr> <tr> <td>Central interactive examination</td> <td>Programming and database management</td> <td>5</td> <td>27.00</td> </tr> <tr> <td>Central interactive examination</td> <td>Basics of Linux operating system</td> <td>5</td> <td>13.00</td> </tr> <tr> <td>Oral examination</td> <td>IT basics</td> <td>5</td> <td>10.00</td> </tr> <tr> <td>Oral examination</td> <td>Programming and database management</td> <td>5</td> <td>10.00</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 interactive examination	Word processing and spreadsheets	5	13.00	Central interactive examination	Introduction to networks I	5	27.00	Central interactive examination	Programming and database management	5	27.00	Central interactive examination	Basics of Linux operating system	5	13.00	Oral examination	IT basics	5	10.00	Oral examination	Programming and database management	5	10.00	Result achieved at the complex vocational examination, expressed in grades.		5	
Central interactive examination	Word processing and spreadsheets	5	13.00																										
Central interactive examination	Introduction to networks I	5	27.00																										
Central interactive examination	Programming and database management	5	27.00																										
Central interactive examination	Basics of Linux operating system	5	13.00																										
Oral examination	IT basics	5	10.00																										
Oral examination	Programming and database management	5	10.00																										
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 amending Decree 35/2016 (VIII. 31.) NFM of the Minister of National Development on the professional and examination requirements of vocational qualifications falling within the sphere of competence of the Minister of National Development as amended by Decree 29/2019 (VIII. 30.) ITM of the Minister for Innovation and Technology amending certain ministerial decrees on vocational training.</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: 40 % Practice: 60 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		1200 hours

Entry requirements:

- Secondary school-leaving certificate

Vocational requirement modules:

- 10815-16 Introduction to information technology
- 11997-16 Introduction to networks I
- 11625-16 Programming and database management
- 12010-16 Open source code system management
- 12008-16 Advanced use of office software
- 12009-16 Information technology vocational orientation

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