



1. TITLE OF THE CERTIFICATE (HU)

51-344-08 Termékdíj ügyintéző

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Product tax 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 product tax declaration, returns and registration;
- apply tax laws, prepare tax returns and perform tax audit tasks;
- perform tasks related to the taxation of products subject to product taxes;
- comply with/enforce the compliance of rules on record keeping, registration and accounting;
- assist during customs procedures in the preparation of annexes to customs declarations relating to product taxes;
- liaise with customs and environmental authorities;
- liaise with coordinating organisations responsible for the recovery of waste materials based on contract, prepare and send to them reports;
- carry out tasks related to the request and use of Binding Tariff Information (BTI);
- apply the provisions of regulations, directives and court rulings related to product taxes in the European Union;
- keep specific records relating to product taxes, manage and record data, comply with the requirements for keeping records;
- assist in the conclusion of contracts relating to product taxes;
- assist in the conclusion of purchase and sales transactions closely related to product taxes, provide information on product taxes and waste recovery obligations related to the transaction;
- act as a representative on behalf of authorities, subject to the conditions laid down in specific legislation;
- enforce the system of legal remedies relating to product tax procedures;
- assist in authority inspections and sampling;
- manage and use the standard form-filling software, send to the customs authority for approval the software used to produce a declaration equivalent to an xml message generated by the standard form-filling software;
- carry out tasks related to product tax exemption authorisations;
- apply legal regulations relating to product tax exemption authorisations;
- prepare and submit tax exemption requests in due time and monitor compliance with the conditions laid down in the tax exemption authorisations issued;
- prepare and send reports on the fulfilment of the conditions laid down in the tax exemption authorisations;
- comply with the registration, declaration and reporting requirements for deposits;
- carry out waste disposal and waste management administration tasks closely related to product taxes;
- apply the general rules on waste management;
- keep the necessary records relating to waste management;
- check the validity of the authorisations of partners contracted to manage waste;
- issue the delivery note and the weightbridge ticket required for waste transport;
- assist in the conclusion of contracts relating to waste management and recovery;
- record the data in the waste management information system as required.

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

3611 Financial administrator (except for administrator in financial institutions)

3652 Tax and duties administrator

4112 General office administrator

4123 Financial, statistical, insurance administrator

4131 Stocks and materials registrar

4132 Transportation and logistics manager

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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MANUAL

5. OFFICIAL BASIS OF THE CERTIFICATE																				
Name and status of the institute issuing the certificate		Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry for National Economy																		
Level of the certificate (national or international) 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. ISCED2011 code: 4 NQF level: 4 EQF level: 4		Grading scale / Pass requirements Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail																		
Certificate number: PT K Serial number: 123456 Certificate issue date: 2023.10.02		Results achieved at the examination and their proportion expressed in percentage in the complex mark <table border="1"> <tr> <td>Central written examination</td> <td>Environmental product fee</td> <td>5</td> <td>45.00</td> </tr> <tr> <td>Oral examination</td> <td>Environmental product fee</td> <td>5</td> <td>30.00</td> </tr> <tr> <td>Practical examination</td> <td>Goods classification</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	Environmental product fee	5	45.00	Oral examination	Environmental product fee	5	30.00	Practical examination	Goods classification	5	25.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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Practical examination	Goods classification	5	25.00																	
Result achieved at the complex vocational examination, expressed in grades.		5																		
Access to next level of education/training To higher education		International agreements																		
Other information concerning the vocational training process																				
Legal basis 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.																				

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		480 hours

Entry requirements:

- Secondary school-leaving exam

Vocational requirement modules:

11504-12 Performance of basic accounting tasks

10156-12 Performance of legal and tax law tasks

10160-12 Customs tariff tasks and goods classification

10158-12 Performance of tasks related to environmental product taxes

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 Organisation:

Issue date: 2023.10.02

SEAL