

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

51-344-07 Jövedéki ügyintéző

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)**

Excise administrator

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- cooperate in the conclusion of commercial transactions, provide excise information related to such transactions;
- take actions to obtain necessary official permits, and cooperate in the enforcement of requirements and rights set forth in legislation;
- perform tasks related to electronic data provision and data base management;
- ensure the appropriate issue of documents, and provide compliance with other necessary conditions;
- monitor and - if necessary - act with respect to matters with deadlines;
- supervise and act with respect to eventual remedies;
- cooperate curing controls performed by competent authorities.

**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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## 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the institute issuing the certificate</b></p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>Ministry for National Economy</p>																
<p><b>Level of the certificate (national or international)</b></p> <p><b>Level of vocational qualification according to the National Qualification Register:</b> 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><b>ISCED2011 code:</b> 4</p> <p><b>NQF level:</b> 4</p> <p><b>EQF level:</b> 4</p>	<p><b>Grading scale / Pass requirements</b></p> <p>Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail</p>																
<p><b>Certificate number:</b> PT K</p> <p>Serial number: 123456</p> <p><b>Certificate issue date:</b> 2023.10.02</p>	<p><b>Results achieved at the examination and their proportion expressed in percentage in the complex mark</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Central written examination</td> <td style="width: 40%;">Revenue tasks</td> <td style="width: 10%;">5</td> <td style="width: 30%;">45.00</td> </tr> <tr> <td>Oral examination</td> <td>Revenue tasks</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	Revenue tasks	5	45.00	Oral examination	Revenue tasks	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															
<p><b>Access to next level of education/training</b></p> <p>Advancement to higher education</p>	<p><b>International agreements</b></p>																
<p><b>Other information concerning the vocational training process</b></p>																	
<p><b>Legal basis</b></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		480 hours

**Entry requirements:**

- School-leaving examination

**Vocational requirement modules:**

- 11504-16 Performance of basic economic activity
- 10156-12 Performance of legal and tax law tasks
- 10160-16 Tasks related to customs tariff and classification of goods
- 10157-12 Perform revenue tasks

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**