

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

52 345 06 Pályázati-támogatási asszisztens

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

- map and monitor current funding opportunities, pre-qualify applications for funding;
- monitor the legislative environment;
- prepare funding plans;
- prepare procurement plans;
- monitor the grants awarded;
- prepare the accounts for grants;
- prepare project progress reports;
- monitor and evaluate the financial commitments of contracts;
- keep a record of deadlines;
- carry out communication tasks;
- prepare analyses for managers and project leaders;
- manage electronic records and documents related to the project;
- assist in the conduct of official audits;
- support quality assurance.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE3641 Personal assistant
3910 Other administrators**(*) 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: 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: 2023.11.16</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: 40%;">Grant management</td> <td style="width: 10%;">5</td> <td style="width: 25%;">40.00</td> </tr> <tr> <td>Practical examination</td> <td>Project planning</td> <td>5</td> <td>60.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td>5</td> <td></td> </tr> </table>	Oral examination	Grant management	5	40.00	Practical examination	Project planning	5	60.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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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 27/2012 (VIII. 27.) NGM of the Minister for National Economy on the professional and examination requirements of vocational qualifications falling within the competence of the Minister for National Economy, Decree 29/2016 (VIII. 26.) NGM of the Minister for National Economy on the amendment of Decree 27/2012 (VIII. 27.) NGM of the Minister for National Economy on the professional and examination requirements of vocational qualifications falling within the competence of the Minister for National Economy.</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		800 hours

Entry requirements:

- Educational prerequisite: secondary education attested by a secondary school-leaving certificate

Vocational requirement modules:

11504-16 Performance of basic business management activity

11884-16 Project planning

11885-16 Grant management

11498-12 Employment I (for courses based on secondary school-leaving certificate)

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: 2023.11.16

SEAL