

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

34-543-06 Könyvkötő és nyomtatványfeldolgozó

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)Bookbinder and form prints processor
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES****A typical holder of the certificate is able to:**

- prepare work process;
- inspect the technical condition of machinery prior to commencing work;
- adhere to work safety, technology and shock protection rules;
- check the quality of the needed materials (grain, moisture content, paint drying, etc.);
- calculate the quantity of the needed materials;
- apply manual bookbinding operations;
- professionally use the required binding materials;
- operate bookbinding tools, machinery and production lines;
- repair or re-bind used or defective books;
- prepare business books and annual reports;
- mount photos and billboards;
- make gift boxes;
- set up, operate and maintain bookbinding and form prints processing machinery and equipment;
- perform the necessary configuration tasks;
- manage and operate laboratory equipment;
- continuously monitor quality;
- comply with fire safety and ergonomics rules;
- comply with quality assurance regulations.

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

7233 Bookbinder

(*) 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: 34 secondary vocational qualifications, which are based on elementary school qualifications or the entry competences defined in the professional and examination requirements and may be typically obtained in formal education</p> <p>ISCED2011 code: 3</p> <p>NQF level:</p> <p>EQF level:</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%;">Oral examination</td> <td style="width: 40%;">Binding materials and technologies</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 30%; text-align: center;">30.00</td> </tr> <tr> <td>Practical examination</td> <td>Bookbinding and bookbinding operations</td> <td style="text-align: center;">5</td> <td style="text-align: center;">35.00</td> </tr> <tr> <td>Practical examination</td> <td>Setting up form prints processing machinery</td> <td style="text-align: center;">5</td> <td style="text-align: center;">35.00</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	Binding materials and technologies	5	30.00	Practical examination	Bookbinding and bookbinding operations	5	35.00	Practical examination	Setting up form prints processing machinery	5	35.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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<p>Access to next level of education/training</p> <p>To secondary 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 Professional and examination requirements specified in Decree No. 12/2013 (28 March) of the Ministry 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: 30 % Practice: 70 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years

Entry requirements:

- Elementary level school education,
- Medical fitness examination is required.

Vocational requirement modules:

10236-12 Preparation of manufacturing, quality affairs

10237-12 Manual bookbinding

10238-12 Labour law, work safety

10239-12 High-volume industrial book manufacturing

10240-12 Machines of high-volume industrial book manufacturing

10241-12 Form prints processing

11497-12 Employment I

11500-12 Occupational health and safety

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