



1. TITLE OF THE CERTIFICATE (HU)

52-322-01 Segédkönyvtáros

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Assistant librarian

(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- identify himself/herself with the ethical principles of the trade;
- perform public library tasks;
- perform various library work processes;
- maintain professional relations;
- perform tasks related to the National Document Supply System and the Library Supply Service System;
- use the services of the Hungarian Library institute;
- apply the principles outlined in the library's operating documents;
- perform the tasks related to increasing library stock;
- manage stock records;
- perform storage, stock control and stock protection tasks;
- interpret bibliography items, ETO and other professional codes;
- use shared catalogues, digital libraries and collections;
- apply communication methods with users in practice;
- convey the basics of digital literacy and information civilization to library users;
- provide information on the services of the library and the library system;
- perform the tasks related to enrolment, checkout and interlibrary document services;
- use the traditional and electronic resources of information services;
- perform the library services offered for library users with disabilities and for children;
- use the computer knowledge and digitalization techniques required for work;
- operate the technical tools used in libraries.

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

2711 Librarian, information technology librarian

3717 Cultural institution specialist technician

4133 Library and archive data manager

(*) 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 of Human Capacities</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:</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%;">Central written examination</td> <td style="width: 50%;">Complete the written activity sheet pertaining to the professional know-how on the operation of the library system, the organization of library stocks and exploring library stocks</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">30.00</td> </tr> <tr> <td>Oral examination</td> <td>Professional know-how on the operation of the library system, the library reader service and information</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Practical examination</td> <td>Compilation of library collection and library use regulations</td> <td style="text-align: center;">5</td> <td style="text-align: center;">40.00</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>	Central written examination	Complete the written activity sheet pertaining to the professional know-how on the operation of the library system, the organization of library stocks and exploring library stocks	5	30.00	Oral examination	Professional know-how on the operation of the library system, the library reader service and information	5	30.00	Practical examination	Compilation of library collection and library use regulations	5	40.00	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 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 no. 37/2013 (28 May) of the Ministry of Human Capacities on the professional and examination criteria of vocational qualifications falling within the competence of the Minister of Human Capacities.</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: 33 % Practice: 67 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		540 hours

Entry requirements:

- secondary school leaving examination

Vocational requirement modules:

10707-12 The operation of the library system

10708-12 Organising the library collection and discovering its stocks

10709-12 Library reader service and information

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