

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

52-462-01 Statisztikai és gazdasági ügyintéző

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

- calculate relative numbers from statistical information and examine their interrelations;
- participate in collecting and organising statistical data;
- participate in the decision making process relevant to setting up and operating business enterprises;
- edit tables;
- calculate modus and median from frequency rows;
- calculate average and distribution from quantity rows;
- average timeline data;
- calculate and analyse value, volume and price index;
- determine changes in main average (complex intensity relative number) and spatial differences;
- use standardization to calculate the numerical impact of the factors in changes in main average and spatial differences;
- calculate the production value of the business enterprise;
- manage analytic accounts;
- perform inventory taking tasks;
- account production costs;
- perform administrative tasks (case document management, participation in official correspondence, using telecom equipment).

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

3615 Statistical administrator

(*) 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>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: 15%;">Central written examination</td> <td style="width: 45%;">Apply statistical indicators in economic tasks</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 30%; text-align: center;">30.00</td> </tr> <tr> <td>Oral examination</td> <td>Describe the tasks related to the statistical and business management administrator</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Practical examination</td> <td>Business letter and practical financial task</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	Apply statistical indicators in economic tasks	5	30.00	Oral examination	Describe the tasks related to the statistical and business management administrator	5	30.00	Practical examination	Business letter and practical financial task	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 28/2014 (IV. 24.) of the Minister of Public Administration and Justice on professional and examination criteria.</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: 60 % Practice: 40 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		1200 hours

Entry requirements:

- secondary school leaving examination

Vocational requirement modules:

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

10861-12 Administrative and business management tasks

10862-12 Basic finance and accounting tasks

10863-12 Statistical activities

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