



## 1. TITLE OF THE CERTIFICATE (HU)

54-841-04 Szállítmányozási ügyintéző

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

Freight Forwarding Administrator  
(THIS TRANSLATION HAS NO LEGAL STATUS)

## 3. PROFILE OF SKILLS AND COMPETENCES

**A typical holder of the certificate is able to:**

- Use IT networks and systems;
- Communicate in a foreign language both orally and in writing;
- Understand and use the foreign language terminology of the trade;
- Prepare and complete various documents using a computer;
- organise the tasks related to the use of transportation equipment in freight forwarding;
- perform other tasks related to freight forwarding.

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

4132 Transportation and logistics manager  
3622 Sales 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><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 of National Development</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><br/>54 advanced vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained primarily in formal education</p> <p><b>ISCED2011 code:</b><br/>4</p> <p><b>NQF level:</b></p> <p><b>EQF level:</b></p> | <p><b>Grading scale / Pass requirements</b></p> <p>Five -grade: 5 excellent<br/>4 good<br/>3 satisfactory<br/>2 pass<br/>1 fail</p>  |                             |                                    |   |       |                  |   |   |       |                  |   |   |       |                       |   |   |       |                       |  |   |       |   |  |   |  |
| <p><b>Certificate number: PT K</b></p> <p>Serial number: 123456</p> <p><b>Certificate issue date: 2023.10.02</b></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: 25%;">Central written examination</td> <td style="width: 45%;">Freight forwarding administration.</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">40.00</td> </tr> <tr> <td>Oral examination</td> <td>Transportation and freight forwarding basics.</td> <td style="text-align: center;">5</td> <td style="text-align: center;">10.00</td> </tr> <tr> <td>Oral examination</td> <td>Freight forwarding administrator tasks.</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Transportation and freight forwarding basics.</td> <td style="text-align: center;">5</td> <td style="text-align: center;">10.00</td> </tr> <tr> <td>Practical examination</td> <td>Planning of a specific freight forwarding task, account costs, basic logistics activities.</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</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 | Freight forwarding administration. | 5 | 40.00 | Oral examination | Transportation and freight forwarding basics. | 5 | 10.00 | Oral examination | Freight forwarding administrator tasks. | 5 | 20.00 | Practical examination | Transportation and freight forwarding basics. | 5 | 10.00 | Practical examination | Planning of a specific freight forwarding task, account costs, basic logistics activities. | 5 | 20.00 | Result achieved at the complex vocational examination, expressed in grades. |  | 5 |  |
| Central written examination   | Freight forwarding administration.   | 5                           | 40.00                              |   |       |                  |   |   |       |                  |   |   |       |                       |   |   |       |                       |  |   |       |   |  |   |  |
| Oral examination  | Transportation and freight forwarding basics.  | 5                           | 10.00                              |   |       |                  |   |   |       |                  |   |   |       |                       |   |   |       |                       |  |   |       |   |  |   |  |
| Oral examination  | Freight forwarding administrator tasks.  | 5                           | 20.00                              |   |       |                  |   |   |       |                  |   |   |       |                       |   |   |       |                       |  |   |       |   |  |   |  |
| Practical examination   | Transportation and freight forwarding basics.  | 5                           | 10.00                              |   |       |                  |   |   |       |                  |   |   |       |                       |   |   |       |                       |  |   |       |   |  |   |  |
| Practical examination   | Planning of a specific freight forwarding task, account costs, basic logistics activities.   | 5                           | 20.00                              |   |       |                  |   |   |       |                  |   |   |       |                       |   |   |       |                       |  |   |       |   |  |   |  |
| Result achieved at the complex vocational examination, expressed in grades.   |  | 5                           |                                    |   |       |                  |   |   |       |                  |   |   |       |                       |   |   |       |                       |  |   |       |   |  |   |  |
| <p><b>Access to next level of education/training</b></p> <p>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<br/>Decree 12/2013 (29 March) of the Minister of National Development on the professional and examination criteria of vocational qualifications falling within the competence of the Minister of National Development.</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  |                                 | 2 years                             |
| <p><b>Entry requirements:</b></p> <ul style="list-style-type: none"><li>- secondary school leaving examination</li></ul> <p><b>Vocational requirement modules:</b></p> <p>11500-12 Occupational health and safety<br/>11498-12 Employment I (for training courses built on secondary school-leaving examination)<br/>10496-12 Transportation and freight forwarding basics<br/>10501-12 Freight forwarding administrator tasks</p> <p>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.</p> <p><b>National Reference Point – NSZFH – <a href="http://nrk.nive.hu">http://nrk.nive.hu</a></b></p> |                                 |                                     |
| Head of Examination Organiser:<br>Issue date: 2023.10.02   |                                 | <b>SEAL</b>                         |