

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

31-346-02 Számítógépes adatrögzítő

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

- prepare reports and tables with a spreadsheet software;
- query data from databases and perform simple filtering tasks;
- prepare written documents for the purpose of contacting;
- perform document editing tasks;
- request and collect data and information and transmit those using traditional and electronic methods;
- Participate in the record-keeping and processing of the data and information used by the organisation;
- manage papers and documents;
- use business management and office communication equipment;
- upload, update and correct data to tables and databases;
- present data using graphs and charts.

**4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE**4114 Data entry and encryption associate  
4112 General office 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 for National Economy</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>                      31 lower secondary partial vocational qualifications, which are based on elementary school qualifications or knowledge elements defined in the professional and examination requirements (hereinafter: entry competences), and may be obtained in non-formal education, special vocational education or the "HÍD II." programme</p> <p><b>ISCED2011 code:</b> 3</p> <p><b>NQF level:</b> 3</p> <p><b>EQF level:</b> 3</p>	<p><b>Grading scale / Pass requirements</b></p> <p>Five -grade: 5 excellent                      4 good                      3 satisfactory                      2 pass                      1 fail</p>								
<p><b>Certificate number:</b> PT K</p> <p>Serial number: 123456</p> <p><b>Certificate issue date:</b> 2023.10.02</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: 30%;">Practical examination</td> <td style="width: 40%;">Edit a formal, business letter or document and use the rules for communication</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">100.00</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>	Practical examination	Edit a formal, business letter or document and use the rules for communication	5	100.00	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><b>Access to next level of education/training</b></p> <p>To secondary 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                      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: 40 % Practice: 60 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		4 years

### Entry requirements:

- Elementary level school education
- or if no schooling is available.
- The course can be undertaken in possession of the competences
- defined for the light industry vocational group in the annex to the decree.

### Vocational requirement modules:

10067-12 Typing and document preparation, document management  
10070-12 Workplace communication

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**