

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

51-344-02 Társadalombiztosítási ügyintéző

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

Social security administrator  
(THIS TRANSLATION HAS NO LEGAL STATUS)

**3. PROFILE OF SKILLS AND COMPETENCES**

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

- Perform wage-related administration tasks based on employment records (payroll, social security contribution records, etc.);
- Keep health and social security records;
- Collect data for further processing;
- Organise traditional and digital documents related to the position and perform document management tasks;
- Use phone, computer, fax machine, stationery, office supplies, calendar, stamps and photocopier in performing his/her tasks.

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

3611 Financial administrator (except for administrator in financial institutions)  
3614 Accountant (analytician)  
3653 Social security and aid regulatory 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   |  |  |       |  |                             |                               |   |       |                  |  |   |       |                               |                         |   |       |   |  |   |  |
|--|--|--|-------|--|-----------------------------|-------------------------------|---|-------|------------------|--|---|-------|-------------------------------|-------------------------|---|-------|---|--|---|--|
| <b>Name and status of the institute issuing the certificate</b>  |  | <b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b><br>Ministry for National Economy  |       |  |                             |                               |   |       |                  |  |   |       |                               |                         |   |       |   |  |   |  |
| <b>Level of the certificate (national or international)</b><br><b>Level of vocational qualification according to the National Qualification Register:</b><br>51 upper secondary partial vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained in non-formal education.<br><b>ISCED2011 code:</b><br>4<br><b>NQF level:</b><br><b>EQF level:</b> |  | <b>Grading scale / Pass requirements</b><br>Five -grade: 5 excellent<br>4 good<br>3 satisfactory<br>2 pass<br>1 fail   |       |  |                             |                               |   |       |                  |  |   |       |                               |                         |   |       |   |  |   |  |
| <b>Certificate number: PT K</b><br><br>Serial number: 123456<br><br><b>Certificate issue date: 2023.10.02</b>  |  | <b>Results achieved at the examination and their proportion expressed in percentage in the complex mark</b> <table border="1"> <tbody> <tr> <td>Central written examination</td> <td>Perform social security tasks</td> <td>5</td> <td>30.00</td> </tr> <tr> <td>Oral examination</td> <td>Performing human resource management related specialised tasks</td> <td>5</td> <td>20.00</td> </tr> <tr> <td>Central practical examination</td> <td>Payroll accounting task</td> <td>5</td> <td>50.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td>5</td> <td></td> </tr> </tbody> </table> |       |  | Central written examination | Perform social security tasks | 5 | 30.00 | Oral examination | Performing human resource management related specialised tasks | 5 | 20.00 | Central practical examination | Payroll accounting task | 5 | 50.00 | Result achieved at the complex vocational examination, expressed in grades. |  | 5 |  |
| Central written examination  | Perform social security tasks                                  | 5  | 30.00 |  |                             |                               |   |       |                  |  |   |       |                               |                         |   |       |   |  |   |  |
| Oral examination   | Performing human resource management related specialised tasks | 5  | 20.00 |  |                             |                               |   |       |                  |  |   |       |                               |                         |   |       |   |  |   |  |
| Central practical examination  | Payroll accounting task  | 5  | 50.00 |  |                             |                               |   |       |                  |  |   |       |                               |                         |   |       |   |  |   |  |
| Result achieved at the complex vocational examination, expressed in grades.  |  | 5  |       |  |                             |                               |   |       |                  |  |   |       |                               |                         |   |       |   |  |   |  |
| <b>Access to next level of education/training</b>  |  | <b>International agreements</b>  |       |  |                             |                               |   |       |                  |  |   |       |                               |                         |   |       |   |  |   |  |
| <b>Other information concerning the vocational training process</b>  |  |  |       |  |                             |                               |   |       |                  |  |   |       |                               |                         |   |       |   |  |   |  |
| <b>Legal basis</b><br>Act CLXXXVII of 2011 on Vocational Training<br>Professional and examination requirements specified in Decree No. 12/2013 (28 March) of the Ministry for National Economy.  |  |  |       |  |                             |                               |   |       |                  |  |   |       |                               |                         |   |       |   |  |   |  |

| 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  |                                 | 180 hours                           |
| <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>10154-12 Human resource management</p> <p>10155-12 Perform social security 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> |                                 |                                     |
| <p>Head of Examination Organiser:</p> <p>Issue date: 2023.10.02</p>  |                                 | SEAL                                |