

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

52-347-07 Migrációs ügyintéző

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

- initiate immigration infringement procedure or criminal proceedings;
- conduct basic immigration, legal remedy and executive procedures within own competence;
- conduct basic procedure in own competence;
- conduct legal remedy procedure within own competence;
- conduct executive procedure in own competence;
- cooperate in other authority or judicial proceedings;
- perform decision preparation;
- provide information and perform data provisioning service verbally and in writing;
- perform document management and administrative duties;
- perform immigration and refugee administrative tasks;
- perform decision preparation support tasks in citizenship cases;
- perform immigration tasks within own competence;
- independently perform asylum tasks within own competence;
- prepare documents for production and operate the necessary equipment;
- produce or revoke documents;
- perform customer service activities;
- perform other tasks in own competence.

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

2910 Other highly qualified 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>In the case of vocational qualifications belonging to the competence of the Ministry of the Interior (BM), a vocational qualification-related independent professional committee commissioned by the BM</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%;">Oral examination</td> <td style="width: 40%;">Migration administrator special tasks</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 30%; text-align: center;">60.00</td> </tr> <tr> <td>Practical examination</td> <td>Thesis</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Practical examination</td> <td>Presentation and defence of thesis</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>	Oral examination	Migration administrator special tasks	5	60.00	Practical examination	Thesis	5	20.00	Practical examination	Presentation and defence of thesis	5	20.00	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 Professional and examination requirements as specified in Decree 20/2013 (V. 28.) of the Ministry of Interior .</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: 50 % Practice: 50 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		500 hours

Entry requirements:

- Secondary school leaving examination,
- Medical fitness examination is required,
- Career aptitude requirements required.

Vocational requirement modules:

10393-12 Migration public service know-how

10394-12 Migration professional know-how

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

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