



1. TITLE OF THE PROFESSION

10325014 Büntetés-végrehajtási igazgatási főfelügyelő

2. TRANSLATED TITLE OF THE PROFESSION

Senior prison administration officer
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

- carry out their duties as a senior prison administration officer in the administration department of the prison service;
- understand the workflow of the administration department;
- carry out administrative tasks related to the admission of prisoners;
- manage and sort documents generated during detention;
- carry out tasks related to the release of prisoners;
- carry out administrative tasks relating to the execution of detention orders;
- manage the files relating to authorised, lawful, fixed-term releases from prison;
- handle requests and complaints from prisoners in their department;
- hand over official documents to prisoners;
- arrange matters relating to the movement and transport of prisoners;
- implement the necessary measures under the special rules applicable to foreign prisoners in cooperation with other bodies.

4. CLASSIFICATION OF THE VOCATIONAL TRAINING ACCORDING TO THE ISCED FIELDS OF EDUCATION AND TRAINING (ISCED-F)

1032 Personal and property protection

(*) Explanatory notes:

¹ In the original language. | ² The translation of the designation is provided for information purposes only. | ³ Fill it out if necessary. The certificate supplement provides additional information on the qualification but have no legal value in itself. The format of the description is in conformity with Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the authority issuing the certificate</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Ministry for Innovation and Technology</p>															
<p>Level of the certificate (national or international)</p> <p>NQF level: 5</p> <p>EQF level: 5</p> <p>Digital Competence Framework level: 4</p>	<p>Grading scale / Pass requirements</p> <p>Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail</p>															
<p>Certificate number: CXX A</p> <p>Serial number: 123456</p> <p>Certificate issue date: 2023.12.07</p>	<p>Designation of the theoretical and practical subjects of the vocational qualification examination and their grades according to a five-grade scale</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">written</td> </tr> <tr> <td>Professional prison service administration knowledge</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="3">project exercise</td> </tr> <tr> <td>Complex administration task in prison service</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Result of the qualification examination</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> </table>	written			Professional prison service administration knowledge	100%	5	project exercise			Complex administration task in prison service	100%	5	Result of the qualification examination	100%	5
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<p>Access to next level of education/training</p>	<p>International agreements</p>															
<p>Other information concerning the vocational training process</p> <p>Decree 30/2015 (VI. 16.) BM of the Minister of Interior</p>																
<p>Legal basis</p> <p>Government Decree 12/2020 (II. 7.) on the Implementation of the Vocational Education and Training Act, Government Decree 319/2020 (VII. 1.) on the amendment of Government Decree 12/2020 (II. 7.) on the Implementation of the Vocational Education and Training Act, Government Decree 11/2020 (II. 7.) on the Implementation of the Act on Adult Education, Government Decree 292/2023 (VII. 6.) on the amendments to government decrees due to the ex-post impact assessment of the transformation in vocational education and training.</p>																

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of the sectoral basic training and the theoretical and practical vocational training	Distribution of programme elements in percentage
Total duration of the education/training	160 hours

Entry requirements:

- Educational prerequisite: secondary education attested by a secondary school-leaving certificate
- Vocational prerequisite: 10323011 Prison officer, NQR qualification no. 52 861 02 Prison officer. The vocational training can be started with a vocational qualification of Prison officer I (NQR qualification no. 52-861-01-0000-00-00) obtained in the Hungarian Prison Service Training Headquarters after 1 September 1996, and a certificate of basic specialist training in prison service obtained in the Hungarian Prison Service Training Headquarters after 1 September 1996.
- Medical fitness requirements: required

Further information:

WRITTEN EXAMINATION EXERCISES

Registration of prisoners; rules on the admission procedure; rules on the commencement of imprisonment; rules on the handling of documents generated during detention (judicial procedure, special procedures); rules on applications and complaints; rules on the organisation of movement and transport; rules on the release procedure; rules on temporary release; special rules for foreign prisoners

PROJECT EXERCISES

As a practical task, the candidate solves tasks related to the duties of the senior prison administration officer, requiring the application of the rules on the admission procedure, release, detention, applications, complaints, service of documents, transport, movement, leaves, and the rules on foreign prisoners, based on the information and aids available on the given topic. In the performance of the tasks, the candidate takes verbal action in a lawful and professional manner and also completes the necessary documentation. During the performance of the task, the relevant data and information is also recorded in writing in a computer module, if required. Professional discussion with the examination board.

You can find more information on the Programme and System Requirements in the following link: <https://ikk.hu>
This certificate supplement was elaborated in accordance with the programme requirements registered by the minister responsible for VET.

National Reference Point: National Office of Vocational Education and Training and Adult Learning: <https://nrk.nive.hu>

Head of Examination Organiser:
Issue date: 2023.12.07

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