



1. TITLE OF THE PROFESSION

10326012 Büntetés-végrehajtási szervező

2. TRANSLATED TITLE OF THE PROFESSION

Prison management officer

(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

- perform their duties as a qualified officer, member of the staff of the prison service;
- understand, control, evaluate and analyse work processes in context;
- lead, direct and brief subordinate staff;
- plan, organise and implement reintegration tasks for prisoners, monitor their morale and prepare them for a law-abiding life after release;
- liaise with non-governmental organisations;
- organise the movement, transport, employment and liaison of prisoners;
- check the use of security measures, means of coercion and armaments, and examine their legality;
- organise the care and custody of prisoners, manage their personal and prison records, supervise their admission and release;
- assist in disciplinary and compensation procedures and administration;
- initiate new solutions to improve the security of prisons and detention facilities.

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

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|---|---|----------------|--|--|--|------|---|-------------------------|--|--|---|------|---|---|------|---|
| <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: 6</p> <p>EQF level: 6</p> <p>Digital Competence Framework level: 6</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 management 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 professional task in the 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 management knowledge | 100% | 5 | project exercise | | | Complex professional task in the prison service | 100% | 5 | Result of the qualification examination | 100% | 5 |
| written | | | | | | | | | | | | | | | | |
| Professional prison service management knowledge | 100% | 5 | | | | | | | | | | | | | | |
| project exercise | | | | | | | | | | | | | | | | |
| Complex professional task in the prison service | 100% | 5 | | | | | | | | | | | | | | |
| Result of the qualification examination | 100% | 5 | | | | | | | | | | | | | | |
| <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>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 | 520 hours |
| <p>Entry requirements:</p> <ul style="list-style-type: none">- Educational prerequisite: higher education- Medical fitness requirements: required <p>Further information:</p> <p>WRITTEN EXAMINATION EXERCISES Rules on security measures relating to the prison management officer's tasks; criteria for the lawful use of coercive measures; the prison service's control system; the prison service's briefing system; rules on the admission and release of prisoners; rules on the movement and transport of prisoners; rules on the handling of armaments; rules on the reintegration and treatment of prisoners; rules on the registration of prisoners' data; rules on the care, custody and employment of prisoners; rules on the liaison of prisoners; rules on disciplinary and compensation procedures for prisoners</p> <p>PROJECT EXERCISES As a practical task, the candidate solves tasks related to the duties of a prison management officer, requiring the application of the rules on the management, control, admission, release, custody, briefing, retention, preparation for employment of prisoners, prisoner liaison and reintegration programmes, the management of armaments, the conduct of disciplinary and compensation procedures, based on the data and aids available on the given topic. In the performance of the task, the candidate takes legal and professional verbal action and also carries out the necessary documentation. The practical task is performed by visualising the actual workflow. During the performance of the task, the candidate records and documents the relevant data and information in writing and, if required, in a computer module. Professional discussion with the examination board.</p> <p>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.</p> <p>National Reference Point: National Office of Vocational Education and Training and Adult Learning: https://nrk.nive.hu</p> | |

Head of Examination Organiser:
Issue date: 2023.12.07

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