

**1. TITLE OF THE PROFESSION**

04115001 Vámügyintéző

2. TRANSLATED TITLE OF THE PROFESSIONCustoms administrator
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES**

- The customs administrator's knowledge makes the employee suitable for the performance of customs tasks arising in connection with the European Union (EU) and third countries, on the basis of the classification of goods according to the Commercial Customs Tariff, as well as the obligations defined in EU and domestic customs legislation related to customs administration procedures.;
- in possession of the competence, the customs administrator handles the electronic customs systems in accordance with the legislation during their licensing and customs clearance activities, fulfills their obligation to preserve records and documents;
- during the performance of their tasks, on the domestic level, they keep in contact with the customs bodies of the National Tax and Customs Administration (NAV), trade licensing authorities and authorities that monitor compliance with product safety regulations;
- cooperates in the execution of customs inspections, fulfils commercial statistical data reporting obligations;
- an individual with a qualification as a customs administrator is capable of using the EU's integrated electronic trade customs tariff system (TARIC) on a regular and routine basis;
- furthermore, they are capable of using the company's customs software on a regular and routine basis, is familiar with the system of customs, customs-related trade policy measures and tariff concessions as well as the related rules on the origin of goods;
- performs the calculations necessary for the fulfilment of tax obligations related to import or export traffic, as well as the application of customs and tax securities during customs clearance procedures with their knowledge and the application of customs value rules;
- participates in the performance of customs licensing tasks, uses the various EU licensing IT systems and the interfaces required for electronic administration;
- is familiar with and uses documents related to the transport of goods and the rules of INCOTERMS 2020;
- collects and records the data necessary for the performance of customs tasks, is capable of selecting the optimal customs procedures for production and trade transactions and apply them in accordance with the legislation.

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

0411 Accounting and taxation

(*) 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

Name and status of the authority issuing the certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of Culture and Innovation		
Level of the certificate (national or international) NQF level: 5 EQF level: 5 Digital Competence Framework level: 4	Grading scale / Pass requirements Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail		
Certificate number: CXK A Serial number: 123456 Certificate issue date: 2023.12.07	Designation of the theoretical and practical subjects of the vocational qualification examination and their grades according to a five-grade scale		
written			
Goods classification and customs law knowledge, based on the topics of questions listed on the website of the Ministry responsible for the sector compiled based on the unified opinion of the Hungarian Customs Association and the Association of Customs, Excise and Tax Service Providers in Hungary (hereinafter as: professional customs associations).		100%	5
project exercise			
Practical presentation of a complex customs law case example based on the topics of the questions listed on the website of the Ministry responsible for the sector compiled based on the unified opinion of the Hungarian Customs Association and the Association of Customs, Excise and Tax Service Providers in Hungary (professional customs associations).		100%	5
Result of the qualification examination		100%	5
Access to next level of education/training To higher education	International agreements		
Other information concerning the vocational training process			
Legal basis 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.			

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	600 hours

Entry requirements:

- Educational attainment: secondary school-leaving examination
- Professional qualification: In the case of individuals with Customs, excise and product fee assistant qualifications – identification number: 04115010 (former equivalent qualifications can be considered) there are no additional professional qualification requirements; Finance – Accounting Assistant – Professional register identification number: 5 0411 09 11 (former equivalent qualifications can be considered); Business administration clerk – Professional register identification number: 5 0411 09 02 (former equivalent qualifications can be considered); Logistics technician – Professional register identification number: 5 1041 15 06 (former equivalent qualifications can be considered); or in the case of relevant specialized tertiary degrees (law, economics/economics, finance, (customs) administration-organisation, civil service, waste management engineer) no professional qualification nor proof of professional experience is required.

Further information:

WRITTEN EXAMINATION EXERCISES

Examination part A): Goods classification knowledge. The tasks of the written examination are to be completed by candidates with the use of the online TARIC WEB system (<http://kkk.nav.gov.hu/eles/1/taricweb/>). Candidates perform the tariff classification of goods, in the case of products that can be classified with the use of the Combined Nomenclature, by applying the rules of the classification of goods, and answer theoretical questions related to the classification of goods.

Examination part B): Customs law knowledge. This part of the examination tests the following learning outcomes: knowledge of the Mandatory Tariff Information (KTF) system, its data protection regulations and the rules regarding jurisdiction and deadlines related to the issuance of the KTF. The knowledge of the EU KTF inquiry module and the e-BTI system. Knowledge of the KTF issuing process. Topics: basic rules of customs administration procedure and its European and national legal background; rules of customs value and origin; application of trade policy measures; method and procedure for determining customs duty/customs bond; the basic rules of the legal remedy and sanction system.

PROJECT EXERCISES

The candidate can start the project task after successfully completing the written exam activity. The 50 customs law case examples of the professional customs associations are available on the website of the Ministry responsible for the sector. The candidate is to prepare an A/4-sized examination paper of no less than 12,000 and no more than 20,000 characters on the case example chosen from the above-mentioned list. The examination paper consists of an analysis of the customs law issue presented in the case example, including a presentation of the essence of the customs law provisions concerned by the case example, as well as the consequences that can be drawn from the example. The candidate will submit their examination paper to the Examination Centre 15 working days prior to the examination. The Examination Centre will forward the examination paper to the members of the examination committee 8 working days prior to the examination. The candidate presents the content of the examination paper to the examination committee in the form of a 10-minute presentation developed with the use of presentation software, and then conducts a professional discussion with the members of the examination committee related to the presentation.

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

SEAL