

**1. TITLE OF THE PROFESSION**

02135012 Műtárgyvédelmi munkatárs - Múzeumi gyűjtemény és raktárkezelő

**2. TRANSLATED TITLE OF THE PROFESSION**Art conservation technician - Museum collection and warehouse manager  
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES**

- the art conservation technician - Museum collection and warehouse manager handles artworks under the professional supervision and guidance of a museologist and/or a qualified conservator and in compliance with museum legislation;
- prepares, moves, and packs various types of artworks for exhibitions, research, restoration, loan, photography, and digitisation purposes, consciously applying art conservation standards;
- controls the condition and environment of artworks (climate conditions, hygiene) in the warehouse and on the exhibition site;
- reports to his/her supervisor in the case of conditions that deviate from the preventive conservation requirements;
- works in a dedicated and conscientious way to conserve artworks;
- takes part in the organization of museum storages;
- performs administrative tasks (preparing electronic and paper-based lists of objects, managing record-keeping software, data entry) accurately and attentively;
- works in a team, in cooperation with professional museum staff;
- applies the laws, orders, and legislation concerning the operation and registration of museums and the protection of cultural property, as well as the rules on work, fire and accident protection.

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

0213 Fine arts

**(\*) Explanatory notes:**

<sup>1</sup> In the original language. | <sup>2</sup> The translation of the designation is provided for information purposes only. | <sup>3</sup> Fill it out if necessary. The certificate supplement provides additional information on the qualification but has 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

<b>Name and status of the authority issuing the certificate</b>	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of Culture and Innovation															
<b>Level of the certificate (national or international)</b> NQF level: 5 EQF level: 5 Digital Competence Framework level: 5	<b>Grading scale / Pass requirements</b> Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail															
Certificate number: CXK A  Serial number: 123456  Certificate issue date: <b>2023.12.07</b>	<b>Designation of the theoretical and practical subjects of the vocational qualification examination and their grades according to a five-grade scale</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td colspan="3"><b>written</b></td> </tr> <tr> <td style="width: 80%;">Knowledge of museological and preventive artwork protection</td> <td style="width: 10%; text-align: center;">100%</td> <td style="width: 10%; text-align: center;">5</td> </tr> <tr> <td colspan="3"><b>project exercise</b></td> </tr> <tr> <td>The practice of museum collection and warehouse management</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2">Result of the qualification examination</td> <td style="text-align: center;">100% 5</td> </tr> </table>	<b>written</b>			Knowledge of museological and preventive artwork protection	100%	5	<b>project exercise</b>			The practice of museum collection and warehouse management	100%	5	Result of the qualification examination		100% 5
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Result of the qualification examination		100% 5														
<b>Access to next level of education/training</b> To higher education	<b>International agreements</b>															
<b>Other information concerning the vocational training process</b> Ministry of National Cultural Heritage Decree 11/2002 (IV. 13.)																
<b>Legal basis</b> 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	480 hours

### Entry requirements:

- Educational attainment: secondary school-leaving examination
- Medical fitness requirement: as part of the admission procedure, inspection of the written and verbal expression skills, colour vision and fine motor movements required for the position

### Further information:

#### WRITTEN EXAMINATION EXERCISES

In the exam, the candidate must answer a set of centrally compiled questions. The first part of the series of a question consists of test questions, including both single and multiple answer tasks. The second part consists of essay questions. Subjects: - The place, task and role of the museum in the transfer of culture, the basic forms and most important rules of Hungarian museum activity. - Hungarian museum history, art collection and Hungarian museum legislation - The environment and management of different types of collections (archival, library, historical, technical, industrial history, ethnographic, fine arts, archeology, natural science objects) - Tools and methods for packing, storing, exhibiting and moving different types of artworks. Appropriate and inappropriate packaging materials in terms of the protection of works of art - Properties of organic and inorganic materials (leather, bone, wood, plastic, metal, ceramics, stone, textile, glass), as well as composite objects made from them, the causes of their damage and their appearance. Preventive protection of artworks - Environmental factors influencing works of art and various opportunities for their regulation. Protection against biological pests. Handling of air conditioning and measurement devices - The registration and administrative activities taking place in the museum and their rules. Use of art registration software. Materials and tools for introducing inventory numbers and QR codes. Revision - Museum safety, the basics and rules of occupational, fire and accident protection - Photography of works of art, requirements of documentation photographs, taking photographs can be uploaded to the register.

#### PROJECT EXERCISES

Examination part a): Presentation of the final thesis of the museum collection and storage management. In the final thesis, the candidate gives an account of the museological, legal knowledge, institutional history and artwork preservation knowledge acquired during the training by presenting a freely chosen museum institution. The final thesis must contain the following chapters: Museum history. Presentation of a museum institution's collection and the work of the collection manager. Archives protection proposal regarding the work of the institution and the collection manager based on what was learned during the training. Professional discussion on the final thesis. Examination part b): Packaging of a chosen "work of art". The examinee packages the object designated by the committee for rental purposes in accordance with the regulations for the protection of works of art, by selecting the most appropriate of the available packaging materials. Finally, the movement of the object is recorded in the simulated movement diary.

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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