

**1. TITLE OF THE PROFESSION**

5 0188 25 01 Oktatási szakasszisztens

**2. TRANSLATED TITLE OF THE PROFESSION**

Education assistant

(THIS TRANSLATION HAS NO LEGAL STATUS)

**3. PROFILE OF SKILLS AND COMPETENCES**

- works in a nursery, kindergarten, elementary school, secondary school, vocational institution, children's home, residential care home, specialised pedagogical service or other child welfare and child protection institution, where he/she carries out his/her specialised work under the supervision of a professional with higher education qualifications;
- contributes, complying with the limits of competence, to the preparation, organisation and implementation of the child's/student's activities, group activities, curricular and extra-curricular, as well as extra-institutional programmes and activities;
- provides experiences, behavioural and situation solving patterns during common activities adapted to age and individual characteristics;
- encourages independent experimentation and creativity;
- carries out certain educational, teaching, developmental, and administrative tasks based on the instructions of the teacher or other professional;
- supervises and accompanies pupils or groups, takes care of them, takes an active part in the development of hygiene habits and common work activities;
- contributes to the preparation, organisation and management of children's/students' leisure activities and institutional events;
- helps develop social competences and group norms;
- in case of developmental and behavioural problems, alerts the teacher managing his/her work;
- collaborates with professionals involved in the care, teaching, education, and development of children/students and is able to document these events;
- uses IT and digital tools in communication;
- assists in compiling teaching materials, copying and compiling written and printed materials, and managing IT equipment and other teaching aids;
- helps the family and the institution stay in contact;
- applies differentiated treatment in his/her work;
- pays special attention to children/students from disadvantaged socio-cultural backgrounds and their families, and is also able to pay attention to the prevalence of the right to special care;
- understands the stages and the most important characteristics of the personality development of children, adolescents and young people;
- continuously develops his/her cooperation and communication skills, empathy and tolerance.

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

3410 Education assistant

**(\*) 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

<p><b>Name and status of the authority issuing the certificate</b></p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>Ministry of Culture and Innovation</p>																				
<p><b>Level of the certificate (national or international)</b></p> <p><b>NQF level:</b> 5</p> <p><b>EQF level:</b> 5</p> <p><b>Digital Competence Framework level:</b> 5</p>	<p><b>Grading scale / Pass requirements</b></p> <p>Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail</p> <p>The prerequisite of being eligible to sit for a sectoral basic examination is the successful completion of all the required training courses, or the recognised prior learning should incorporate the requirements of the sectoral basic examination. The prerequisite of being eligible to sit for a vocational examination is the successful completion of all the training courses and the uninterrupted professional practice required. In case the student is required to pass a sectoral basic examination, latter shall be recognised with the following weighting: The result of the basic sectoral examination will be computed into that of the vocational examination with the following weighting: Sectoral basic examination: 10%, Vocational examination: 90%</p>																				
<p><b>Certificate number:</b> CXK A</p> <p>Serial number: 123456</p> <p><b>Certificate issue date:</b> 2023.12.07</p>	<p><b>Designation of the theoretical and practical subjects of the sectoral basic examination and the vocational examination and their grades according to a five-grade scale</b></p> <p><b>Sectoral basic examination :</b> The examination was passed based on recognised prior learning</p> <p><b>Vocational examination</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>central interactive</b></td> </tr> <tr> <td>Education assistant professional knowledge</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2"><b>project exercise</b></td> </tr> <tr> <td>Education assistant project task</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Examination part A: Presentation of the portfolio prepared in advance</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Examination part B: Complex task presenting professional activities</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2">Result of the vocational examination in percentage</td> </tr> <tr> <td></td> <td style="text-align: center;">100%</td> </tr> <tr> <td colspan="2">Result of the vocational examination with grades</td> </tr> <tr> <td></td> <td style="text-align: center;">5</td> </tr> </table>	<b>central interactive</b>		Education assistant professional knowledge	5	<b>project exercise</b>		Education assistant project task	5	Examination part A: Presentation of the portfolio prepared in advance	5	Examination part B: Complex task presenting professional activities	5	Result of the vocational examination in percentage			100%	Result of the vocational examination with grades			5
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<p><b>Access to next level of education/training</b></p>	<p><b>International agreements</b></p>																				
<p><b>Other information concerning the vocational training process</b></p>																					
<p><b>Legal basis</b></p> <p>Government Decree 12/2020 (II. 7.) on the Implementation of the Vocational Education and Training Act, Act LXXX of 2019 on Vocational Education and Training.</p>																					

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE SUPPLEMENT

Description of the sectoral basic training and the theoretical and practical vocational training	Distribution of the total number of hours of the programme																																																								
Total duration of the education/training	2328 hours																																																								
<p><b>Entry requirements:</b></p> <ul style="list-style-type: none"> <li>- Education prerequisite: elementary education</li> <li>- Occupational health aptitude test: required</li> <li>- Occupational aptitude test: oral motivational interview</li> </ul> <p><b>Further information:</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">VOCATIONAL PRACTICAL SUBJECT</th> <th style="text-align: right;">HOURS</th> </tr> </thead> <tbody> <tr> <td>The basics of special needs education</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Pedagogical practice</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Culture of movement</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <th style="text-align: left;">VOCATIONAL THEORETICAL SUBJECT</th> <th style="text-align: right;">HOURS</th> </tr> <tr> <td>Vocational knowledge</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Vocational foreign language knowledge</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Experiential pedagogy</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Playful personality development</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Learning to learn</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Value-creating parenting</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>The basics of special needs education</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Psychology</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Pedagogical practice</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Care and health education</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Pedagogical sociology</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Mental hygiene</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Leisure time organisation</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Communication</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Children's and teenagers' literature</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>IT in pedagogy</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Musical education</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td>Culture of movement</td> <td style="text-align: right;">12 hour</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Continuous field practice</td> <td style="text-align: right;">160 hour</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Altogether</td> <td style="text-align: right;">412 hour</td> </tr> </tbody> </table> <p>Link to the Training and Outcome Requirements and the Programme Plans: <a href="https://ikk.hu">https://ikk.hu</a>  The present diploma supplement was elaborated in compliance with Government Decree 12/2020 (II. 7.) on the implementation of the Act on Vocational Education and Training.</p> <p><b>National Reference Point: National Office of Vocational Education and Training and Adult Learning: <a href="https://nrk.nive.hu">https://nrk.nive.hu</a></b></p>		VOCATIONAL PRACTICAL SUBJECT	HOURS	The basics of special needs education	12 hour	Pedagogical practice	12 hour	Culture of movement	12 hour	 		VOCATIONAL THEORETICAL SUBJECT	HOURS	Vocational knowledge	12 hour	Vocational foreign language knowledge	12 hour	Experiential pedagogy	12 hour	Playful personality development	12 hour	Learning to learn	12 hour	Value-creating parenting	12 hour	The basics of special needs education	12 hour	Psychology	12 hour	Pedagogical practice	12 hour	Care and health education	12 hour	Pedagogical sociology	12 hour	Mental hygiene	12 hour	Leisure time organisation	12 hour	Communication	12 hour	Children's and teenagers' literature	12 hour	IT in pedagogy	12 hour	Musical education	12 hour	Culture of movement	12 hour	 		Continuous field practice	160 hour	 		Altogether	412 hour
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Head of Examination Organiser:  
Issue date: 2023.12.07

**SEAL**