

**1. TITLE OF THE PROFESSION**

10325015 Büntetés-végrehajtási gazdálkodási főfelügyelő

2. TRANSLATED TITLE OF THE PROFESSIONChief inspector of penitentiary service management
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES**

- performs his/her tasks as a qualified chief inspector of penitentiary service management in the economic area of the prison service organisation;
- comprehensively understands the work processes of the economic field of the prison service;
- learns the rules of preparing the primary budget and the budgetary accounts;
- applies relevant accounting and financial rules, manages records, takes part in scrapping and inventory tasks, carries out warehouse and catering tasks;
- takes part in procurement processes and manages them, contributes to the use of services, the provision of clothing and to the development of vehicle supply, distribution, and accounting procedures;
- carries out the tasks related to the care of prisoners (custody, accommodation, catering, clothing, employment), and handles compensation cases;
- complies with fire, work, accident and environmental protection, safety and healthcare regulations of the area;
- works in a team, cooperates;
- continuously improves his/her professional skills and participates in training courses.

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 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

Name and status of the authority issuing the certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry for Innovation and Technology																		
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 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td colspan="3">written</td> </tr> <tr> <td style="width: 80%;">Professional and security knowledge of a penitentiary chief inspector</td> <td style="width: 10%; text-align: center;">100%</td> <td style="width: 10%; text-align: center;">5</td> </tr> <tr> <td colspan="3">project exercise</td> </tr> <tr> <td>Complex practical task of a penitentiary chief inspector</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="3">Result of the qualification examination</td> </tr> <tr> <td></td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> </table>	written			Professional and security knowledge of a penitentiary chief inspector	100%	5	project exercise			Complex practical task of a penitentiary chief inspector	100%	5	Result of the qualification examination				100%	5
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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 Ministry of Interior Decree 30/2015. (VI. 16.)																			
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	160 hours
<p>Entry requirements:</p> <ul style="list-style-type: none">- Educational prerequisite: secondary education- Professional prerequisite: 10323011 Penitentiary inspector; OKJ 52 861 02 Penitentiary inspector VET qualification. The vocational training can be started with the VET qualification OKJ 52-861-01-0000- 00-00 penitentiary inspector I, obtained after 1 September 1996 in the Education Center of the Prison Service, and can also be started with the basic level vocational training obtained after 1 September 1996 in the Educational Center of the Prison Service.- Medical fitness requirement: required <p>Further information:</p> <p>WRITTEN EXAMINATION EXERCISES knowledge of budgeting and management, financial and accounting rules; rules for scrapping; inventory rules; rules for carrying out storage tasks; rules on the order of procurement; rules on the provision of clothing for the staff; rules on catering; rules on the distribution and supply of motor vehicles; rules on the care and employment of prisoners; rules on the liability for prisoner compensation</p> <p>PROJECT EXERCISES As a practical task, the candidate will solve a task requiring the application of the rules for the chief inspector of penitentiary service management, related to the service, concerning record keeping, scrapping, inventory, storage, catering, clothing, vehicle supply and accounting, the care of prisoners and the rules of the prisoner compensation procedure, based on the data and auxiliary material provided in the given exam topic. During the performance of the task, he/she takes legitimate and professional oral measures and also completes necessary documentation, records the relevant data and information in writing and, if necessary, in a computer module.</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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