

**1. TITLE OF THE PROFESSION**

03225002 Segédkönyvtáros

**2. TRANSLATED TITLE OF THE PROFESSION**

Assistant librarian

(THIS TRANSLATION HAS NO LEGAL STATUS)

**3. PROFILE OF SKILLS AND COMPETENCES**

- understands the stages in the history of libraries and the evolution of document types;
- carries out tasks related to the Library Supply Service System (Könyvtárellátási Szolgáltató Rendszer), operates a mobile library and a library, information and community space;
- performs library administration, drafts and formats official documents, creates circulars using word processing software, uses a spreadsheet programme, applies effective electronic mailing methods, performs tasks of community and team work on social media platforms, using a variety of up-to-date web tools;
- uses the services of the Library Institute (Könyvtári Intézet) available to public and non-public libraries;
- establishes a warehouse reference number, Cutter number, maintains warehouse order, keeps warehouse records, complies with stock protection regulations;
- interprets the bibliographic descriptions of documents, UDC numbers, and other special classifications, searches and downloads bibliographic records from common catalogues, provides copy data for the downloaded bibliographic records;
- uses digital libraries and collections, applies digitisation techniques, manages technical tools needed for this;
- registers users in the library, carries out borrowing activities and keeps borrowing records;
- maintains the statistics of the reading service, organises the open-shelf and reading-room stock, and supervises the reading rooms;
- provides library services for special user groups (children, disadvantaged people).

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

0322 Library and archival knowledge, information management

**(\*) 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 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

<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><b>Certificate number:</b> CXK A</p> <p>Serial number: 123456</p> <p><b>Certificate issue date:</b> <b>2023.12.15</b></p>	<p><b>Designation of the theoretical and practical subjects of the vocational qualification examination and their grades according to a five-grade scale</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3"><b>written</b></td> </tr> <tr> <td>Test exercises</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="3"><b>project exercise</b></td> </tr> <tr> <td>Analysing the library use policy or the collection policy</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Describing the way to solve a concrete situation related to registration, borrowing and its conditions, inter-library document services</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>	<b>written</b>			Test exercises	100%	5	<b>project exercise</b>			Analysing the library use policy or the collection policy	100%	5	Describing the way to solve a concrete situation related to registration, borrowing and its conditions, inter-library document services	100%	5	Result of the qualification examination	100%	5
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<p><b>Access to next level of education/training</b></p> <p>To higher education</p>	<p><b>International agreements</b></p>																		
<p><b>Other information concerning the vocational training process</b></p> <p>Ministry of Human Resources Decree No 39/2020. (X. 30.)</p>																			
<p><b>Legal basis</b></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	480 hours
<p><b>Entry requirements:</b></p> <ul style="list-style-type: none"><li>- Secondary education certificate</li></ul> <p><b>Further information:</b></p> <p><b>WRITTEN EXAMINATION EXERCISES</b> Test on the history of libraries, the development of information carriers and the characteristics of document types, library professional relations, library press, the content and structure of operational documents, the National Document Supply System (Országos Dokumentumellátási Rendszer) and the Library Supply Service System (Könyvtárellátási Szolgáltató Rendszer), the services of the Library Institute (Könyvtári Intézet), the basics of stock protection, the Hungarian common catalogues, digital libraries, collections and the copyright background of digitisation, basic knowledge of library quality assurance</p> <p><b>PROJECT EXERCISES</b> Presenting the features of the library use/collection policy according to the criteria Case study relating to registration, borrowing and its conditions, inter-library document service according to the criteria</p> <p>You can find more information on the Programme and System Requirements in the following link: <a href="https://ikk.hu">https://ikk.hu</a> This certificate supplement was elaborated in accordance with the programme requirements registered by the minister responsible for VET.</p> <p><b>National Reference Point: National Office of Vocational Education and Training and Adult Learning:</b> <a href="https://nrk.nive.hu">https://nrk.nive.hu</a></p>	

Head of Examination Organiser:  
Issue date: 2023.12.15

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