



1. TITLE OF THE PROFESSION

04153001 Számítógépes adatrögzítő

2. TRANSLATED TITLE OF THE PROFESSION

Computer data administrator
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

- play a key role in data processing and administration processes through their responsible work;
- collect, organise, process and record the data and information used by the organisation, in accordance with the requirements;
- type in the text or data provided, using the appropriate program package on a computer, and record the data;
- prepare and edit written documents, reports and papers using the technique of typing with ten-finger;
- perform spreadsheet and database management tasks and manage and reproduce documents;
- check the accuracy of the data entered and the result of document editing;
- make corrections depending on the discrepancies detected;
- update the data entered, if necessary, and perform various filterings on the data sets;
- use mainly computers; office, information and communication technology tools and equipment; management program packages and mobile IT tools;
- maintain professional contact with colleagues, clients, partners and external organisations in accordance with the requirements.

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

0415 Secretarial and office work

(*) 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 for Innovation and Technology												
Level of the certificate (national or international) NQF level: 3 EQF level: 3 Digital Competence Framework level: 3	Grading scale / Pass requirements Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail												
Certificate number: CXX A Serial number: 123456 Certificate issue date: 2024.02.13	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;"> <tr> <td colspan="3">written</td> </tr> <tr> <td style="width: 80%;">Written examination</td> <td style="width: 10%; text-align: center;">100%</td> <td style="width: 10%; text-align: center;">5</td> </tr> <tr> <td colspan="3"> </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>	written			Written examination	100%	5				Result of the qualification examination	100%	5
written													
Written examination	100%	5											
Result of the qualification examination	100%	5											
Access to next level of education/training To secondary 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	120 hours
<p>Entry requirements:</p> <ul style="list-style-type: none">- Elementary education- Medical fitness requirement: occupational health aptitude test <p>Further information:</p> <p>WRITTEN EXAMINATION EXERCISES Preparation of official documents, business letters and documents where the parameters have been specified using office technology tools</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: 2024.02.13

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