

**1. TITLE OF THE PROFESSION**

10324026 Temetkezési szolgáltató

2. TRANSLATED TITLE OF THE PROFESSION

Funeral service provider

(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

- the funeral service provider performs their activities pursuant to the legislation on funeral services;
- independently provides for the comprehensive organisation, implementation and manual execution of the funeral service, administrative tasks, documentation and record keeping;
- performs practical duties related to welcoming clients and funeral service recording;
- follows international trends and develops their services;
- organises the funeral in line with the desires of the next-of-kin and clients in accordance with the last will of the deceased;
- works independently and creatively, presents proposals to the next-of-kin;
- carries out tasks at the cemetery, as well as domestic and international transport of the deceased, prepares the deceased for burial, supplies, plans, builds and furnishes the funeral home, contributes to the implementation of traditional ground burial;
- when necessary, arranges for the cremation of the deceased and performs activities related to the issuing of the urn and the placement or scattering of the ashes;
- participates in the opening of grave, exhumation, carries out burials or reburials, digging the grave and laying wreaths;
- in the case of special needs, organises ceremonies outside the cemeteries, carries out protocol funerals;
- performs funeral service duties related to extraordinary deaths;
- cooperates with other undertakers, cemetery operators and churches;
- operates a cemetery based on a voluntary public service contract with the municipality or an agreement with the church;
- establishes a business pursuant to the regulations and funerary needs.

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 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.

©European Union, 2002-2020 | europass.cedefop.europa.eu ©

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: 4 EQF level: 4 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: 2024.02.09	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%;">Funeral law and professional knowledge</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>Funerary practical knowledge</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			Funeral law and professional knowledge	100%	5	project exercise			Funerary practical knowledge	100%	5	Result of the qualification examination				100%	5
written																			
Funeral law and professional knowledge	100%	5																	
project exercise																			
Funerary practical knowledge	100%	5																	
Result of the qualification examination																			
	100%	5																	
Access to next level of education/training Advancement to the next level of education/training	International agreements																		
Other information concerning the vocational training process Act XLIII of 1999 on Cemeteries and funeral services and Gov. decree 145/1999. (X. 1.) on the implementation of Act XLIII /1999 on Cemeteries and funeral services																			
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	250 hours
<p>Entry requirements:</p> <ul style="list-style-type: none">- Secondary school-leaving examination qualification- Medical fitness requirement: necessary <p>Further information:</p> <p>WRITTEN EXAMINATION EXERCISES Cemetery property, cemetery establishment, cemetery operation, cemetery maintenance, funeral service (funeral registration, preparation of the deceased, supply of accessories, viewing, opening and return of graves, burial, transportation of the dead, cremation, delivery of urns, placement of urns, scattering of ashes, exhumation, reburial, establishment of a funeral service) knowledge, knowledge related to the procedure to be followed in the event of an extraordinary death, National Cemetery-related knowledge, the concept, types, content elements and forms of communication and grace communication, the characteristics and types of non-verbal and physical communication, the application of basic psychological knowledge, thanatology and the content elements of grief processing, the stages of mourning, grief work, management and leadership techniques, areas of practical application of marketing, cases, rules for charity advertising, general behaviour, appearance and behaviour rules, characteristics of ethical funeral service, basic negotiation techniques</p> <p>PROJECT EXERCISES Implementation of a complex situational practical task (documenting it when necessary), oral answering of questions related to the practical task, oral answering of questions related to the final thesis. Professional discussion with the examination committee. Case descriptions include the following topics: registration of a coffin or urn funeral, coordination of documents required for a funeral, coordination of the selection of accessories, preparation of a cremation, coordination with a funeral home, documentation of the transport of the deceased, coordination of documents, knowledge of cremation documentation, release of ashes, cemetery operations and cemetery administration-related knowledge, knowledge related to the establishment of a business</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: 2024.02.09	SEAL
--	-------------