

**1. TITLE OF THE PROFESSION**

5 0417 13 01 Idegen nyelvű ipari és kereskedelmi technikus (Kereskedelmi logisztika szakmairány)

**2. TRANSLATED TITLE OF THE PROFESSION**

Foreign language industrial and commercial technician (Commercial logistics specialisation)  
(THIS TRANSLATION HAS NO LEGAL STATUS)

**3. PROFILE OF SKILLS AND COMPETENCES**

- support the work of their superior by preparing contracts, handling official correspondence and complaints as well as carrying out marketing activities;
- communicate clearly in Hungarian and in a foreign language, respecting the rules of proper conduct, handle possible conflicts and solve problems that may arise;
- manage warehouse stock, carry out receiving, sorting, unloading and material handling duties, handle dangerous goods in accordance with the regulations, and participate in the preparation and management of inventories and the preparation of documentation relating to inventory and disposal;
- apply storage technologies and types of material handling equipment correctly;
- comply with and enforce the relevant machinery regulations;
- complete the documentation required for each process;
- plan the distribution of the goods, organise the route of the goods, obtain, complete and check the necessary documents;
- participate in the preparation of cost estimates;
- maintain contact with suppliers, customers and other business partners and use a foreign language when drafting foreign trade contracts and transport documents.

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

3622 Sales administrator  
3623 Materials manager, purchasing agent  
4131 Stocks and materials clerk  
4112 General office administrator  
4123 Finance, statistics, insurance administrator  
4132 Transport and forwarding clerk

**(\*) 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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
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| <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> 6</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Grading scale / Pass requirements</b></p> <p>Five -grade: 5 excellent<br/>4 good<br/>3 satisfactory<br/>2 pass<br/>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:<br/>The result of the basic sectoral examination will be computed into that of the vocational examination with the following weighting: Sectoral basic examination: %, Vocational examination: %</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
| <p><b>Certificate number:</b> CXK A</p> <p>Serial number: 123456</p> <p><b>Certificate issue date:</b> 2024.02.13</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Sectoral basic examination :</b> The examination was passed based on recognised prior learning</td> </tr> <tr> <td colspan="2"><b>Vocational examination</b></td> </tr> <tr> <td colspan="2"><b>central interactive</b></td> </tr> <tr> <td>Foreign language industrial and commercial technician (Commercial logistics) professional knowledge</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2"><b>project exercise</b></td> </tr> <tr> <td>Foreign language industrial and commercial technician (Commercial logistics) project work</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Part A: Project preparation and presentation</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Part B: Economic tasks in practice</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>Sectoral basic examination :</b> The examination was passed based on recognised prior learning |  | <b>Vocational examination</b> |  | <b>central interactive</b> |  | Foreign language industrial and commercial technician (Commercial logistics) professional knowledge | 5 | <b>project exercise</b> |  | Foreign language industrial and commercial technician (Commercial logistics) project work | 5 | Part A: Project preparation and presentation | 5 | Part B: Economic tasks in practice | 5 | Result of the vocational examination in percentage |  |  | 100% | Result of the vocational examination with grades |  |  | 5 |
| <b>Sectoral basic examination :</b> The examination was passed based on recognised prior learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
| <b>Vocational examination</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
| <b>central interactive</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
| Foreign language industrial and commercial technician (Commercial logistics) professional knowledge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
| <b>project exercise</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
| Foreign language industrial and commercial technician (Commercial logistics) project work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
| Part A: Project preparation and presentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
| Part B: Economic tasks in practice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
| Result of the vocational examination in percentage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
| Result of the vocational examination with grades                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                   |  |                               |  |                            |  |                                                                                                     |   |                         |  |                                                                                           |   |                                              |   |                                    |   |                                                    |  |  |      |                                                  |  |  |   |
| <p><b>Access to next level of education/training</b></p> <p>To secondary education</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,<br/>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,<br/>Government Decree 11/2020 (II. 7.) on the Implementation of the Act on Adult Education,<br/>Act LXXX of 2019 on Vocational Education and Training,<br/>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 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                                                         | 2170 hours                                                 |

### Entry requirements:

- Educational prerequisite: elementary education
- Occupational health aptitude test: required

### Further information:

| VOCATIONAL PRACTICAL SUBJECT                      | HOURS    |
|---------------------------------------------------|----------|
| Basics of marketing                               | 12 hour  |
| Warehousing in practice                           | 12 hour  |
| Warehouse management                              | 12 hour  |
| Stock indicators                                  | 12 hour  |
| Warehousing of special goods                      | 12 hour  |
| Basics of transport                               | 12 hour  |
| Freight forwarding and transport tasks            | 12 hour  |
| Basics of logistics                               | 12 hour  |
| Inventory management                              | 12 hour  |
| Corporate logistics                               | 12 hour  |
| Management studies                                | 12 hour  |
| VOCATIONAL THEORETICAL SUBJECT                    | HOURS    |
| Vocational knowledge                              | 12 hour  |
| Vocational foreign language knowledge             | 12 hour  |
| Economic knowledge                                | 12 hour  |
| Business management                               | 12 hour  |
| Communication                                     | 12 hour  |
| Digital applications                              | 12 hour  |
| Business correspondence in a foreign language     | 12 hour  |
| Oral business communication in a foreign language | 12 hour  |
| Basics of marketing                               | 12 hour  |
| Basics of warehousing                             | 12 hour  |
| Warehousing in practice                           | 12 hour  |
| Warehouse management                              | 12 hour  |
| Stock indicators                                  | 12 hour  |
| Warehousing of special goods                      | 12 hour  |
| Basics of transport                               | 12 hour  |
| Foreign trade studies                             | 12 hour  |
| Transport geography                               | 12 hour  |
| Freight forwarding and transport tasks            | 12 hour  |
| Basics of logistics                               | 12 hour  |
| Inventory management                              | 12 hour  |
| Corporate logistics                               | 12 hour  |
| Management studies                                | 12 hour  |
| Project management stages in a foreign language   | 12 hour  |
| Project management in practice                    | 12 hour  |
| Continuous field practice                         | 160 hour |
| Altogether                                        | 580 hour |

Link to the Training and Outcome Requirements and the Programme Plans: <https://ikk.hu>

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.

**National Reference Point: National Office of Vocational Education and Training and Adult Learning: <https://nrk.nive.hu>**

Head of Examination Organiser:

Issue date: 2024.02.13

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