

**1. TITLE OF THE PROFESSION**

04115009 Termékdíj ügyintéző

2. TRANSLATED TITLE OF THE PROFESSIONProduct charge administrator
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES**

- Regularly and routinely using the European Union's integrated electronic tariff classification system (TARIC);
- Correctly applying the rules on product charges and the additional tax, accounting and waste management rules;
- Carrying out the necessary calculations to fulfil the product charge obligations;
- In the course of his/her work, correctly applying the procedural legislation regarding product charges, taxation and tax administration, necessary to assist in the performance of product charge duties;
- Using tax administration IT systems and complying with the requirements of electronic administration;
- Selecting the optimal product charge procedures for production and commercial transactions and applying them in accordance with the legislation;
- Collecting and managing the data necessary for carrying out product charge tasks;
- Using telephone, computer, office supplies, stamps, photocopier to perform his/her duties;
- Preparing paper and digital documents, organising and managing work-related documents;
- Exercising the rights and obligations of a client in proceedings before first- and second-level tax authorities; assisting in appeal proceedings;
- In the course of his/her work, correctly applying the rules on liability for infringements and criminal liability in connection with product charges and state aid, and the legal system of penalties applicable to product charges.

4. CLASSIFICATION OF THE VOCATIONAL TRAINING ACCORDING TO THE ISCED FIELDS OF EDUCATION AND TRAINING (ISCED-F)**(*) 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 of Culture and Innovation																		
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: 2024.06.11	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%;">Commodity classification and product pricing knowledge a written test consisting of questions from the question bank on the website of the Minister responsible for the sector, compiled on the basis of the unified opinion of the Hungarian Customs Association and the Association of Customs, Excise and Tax Services (hereinafter referred to as the "Customs Associations")</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>Project Examination - Product charge administrator</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			Commodity classification and product pricing knowledge a written test consisting of questions from the question bank on the website of the Minister responsible for the sector, compiled on the basis of the unified opinion of the Hungarian Customs Association and the Association of Customs, Excise and Tax Services (hereinafter referred to as the "Customs Associations")	100%	5	project exercise			Project Examination - Product charge administrator	100%	5	Result of the qualification examination				100%	5
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project exercise																			
Project Examination - Product charge administrator	100%	5																	
Result of the qualification examination																			
	100%	5																	
Access to next level of education/training	International agreements																		
Other information concerning the vocational training process Legislation prescribing the qualification requirement: -Section 9/A (1)(f) of Act LXXXV of 2011 on Environmental Protection Fee; -Section 17(1)(h) of Act CLI of 2017 on Tax Administration Procedure																			
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 95/2021 (II. 27.) on the Amendment of Certain Government Decrees Relating to Vocational Education and Training and Adult Training, Government Decree 11/2020 (II. 7.) on the Implementation of the Act on Adult Education, Act LXXX of 2019 on Vocational Education and Training, Vocational Register on the implementation of the Act on Vocational Training - 800/2021. (XII. 28.) amendment to the Government Decree - 12/2020. (II. 7.).																			

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	440 hours

Entry requirements:

- Educational prerequisite: secondary school-leaving certificate
- Professional qualifications prerequisite: Finance and Accounting Administrator (Trade Register No: 5 0411 09 01; pre-existing qualifications may also be taken into account); Business Administrator (Trade Register No: 5 0411 09 02; pre-existing qualifications may also be taken into account); Logistics Technician (Trade Register No: 5 1041 15 06; pre-existing qualifications may also be taken into account); Environmental Protection Technician (Trade Register No: 5 0712 14 02; pre-existing qualifications may also be taken into account); Paper-producing and Processing, Package-producing Technician (Trade Register No: 5 0722 24 07; pre-existing qualifications may also be taken into account); Waste Processing Technician (Trade Register No: 4 0712 14 01 pre-existing qualifications may also be taken into account); Paper-producing and Processing, Package-producing Technician (Trade Register No: 4 0722 24 06; pre-existing qualifications may also be taken into account); and for those with a higher vocational qualification (in law, economics/economics, finance, [customs] administration, public service, waste management), no additional proof of professional qualifications are required.
- Field and duration of the traineeship: minimum duration of one year, which is a continuous period and does not include parental leave (GYED, GYES), or reserve training and civilian service. The traineeship must be carried out at the National Tax and Customs Administration (NAV) in the field of product charge control or at an economic organisation representing or advising a tax authority on product charges (product charge representation, tax consultancy office, accountancy office) or at an economic operator carrying out customs activities, logistics service provider or an excise trader.

Further information:

WRITTEN EXAMINATION EXERCISES

It consists of two separate sets of written tasks.

Part A: Goods classification basics (topics: CN code [the definition of which is given in the context of the specific test], general rules for the interpretation of the Combined Nomenclature, a brief description of the relevant chapters or headings, related HS Explanatory Notes and/or CN Explanatory Notes, provisions of the relevant Classification of Goods Regulation and/or the provisions of the relevant Classification Opinions, the relevant rulings of the Court of Justice of the European Union on the classification of goods.

Part B: Product charges basics (topics: Completion of the declaration and return forms required for the fulfilment of the product charge obligation on the basis of the data and documents provided, or marking of incorrectly completed boxes in the forms completed for the declaration and return on the basis of the data and documents provided, and identification of the correct data; determining the value of the product charge payable or recoverable, giving reasons for the product charge rules; determining the product charge payable or recoverable in respect of the operation of a product charge warehouse, the benefits of a product charge warehouse, the obligations associated with the operation of a product charge warehouse with giving arguments to support product charge rules.

PROJECT EXERCISES

The Project Tasks will cover problems and tasks found in practice, selected from the 50 examples of the Complex Product Charge Case Study, which is available on the website of the Minister responsible for the sector, based on the unified opinion of the Hungarian Customs Association and the Customs, Excise and Taxation Service Providers Association (Customs Associations). Candidates are required to write a 5–10 page (A/4) test paper on the case study of their choice from the above list. The examination paper should analyse the product charge law issue raised in the case study, present the essence of the product charge law provisions covered by the case study and the conclusions that can be drawn from the case study.

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.

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

Head of Examination Organiser:

Issue date: 2024.06.11

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