

**1. TITLE OF THE PROFESSION**

5 0411 09 02 Vállalkozási ügyviteli ügyintéző

2. TRANSLATED TITLE OF THE PROFESSIONEntrepreneurial administrative assistant
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES**

- carry out the administrative tasks of the company, contribute to the fulfilment of financial tasks in line with professional guidance;
- maintain contact with colleagues and clients, prepare and manage the necessary files, letters and documents;
- contribute, in accordance with management guidance, to the preparation of the company's policies and monitor any changes therein;
- keep records of orders, contracts and incoming invoices;
- carry out tasks related to sales;
- contribute to the preparation of lending operations and financial planning by providing professional guidance;
- carry out cost calculation tasks, take inventory and organise the related tasks in accordance with the requirements;
- carry out the administrative subtasks of financing tasks in accordance with the company's policies;
- contribute to the preparation of the company's business plan;
- manage the electronic records and documents related to individual projects;
- prepare, manage and systematise the records relating to personnel management;
- carry out accounting and auditing tasks and duties within the company;
- prepare the company's returns in accordance with the legal requirements, file them electronically after professional verification and assist in performing official controls;
- explore and follow current funding opportunities;
- use office tools and management software required for the performance of tasks;
- organise business events and meetings, prepare and manage the documentation thereof;
- comply with the regulations on data and trade secret protection and on information security.

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

3631 Conference and event planner
3641 Personal assistant
4111 Secretary
4112 General office administrator
4113 Typist, word processing operator
4114 Data entry clerk, encoder
4121 Accountant (Analyst)
4122 Payroll clerk
4123 Finance, statistics, insurance administrator
4131 Stocks and materials clerk
4134 Human policy administrator
4136 Document manager, filing clerk

(*) 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

<p>Name and status of the authority issuing the certificate</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Ministry for Innovation and Technology</p>																				
<p>Level of the certificate (national or international)</p> <p>NQF level: 5</p> <p>EQF level: 5</p> <p>Digital Competence Framework level: 6</p>	<p>Grading scale / Pass requirements</p> <p>Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 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: The result of the basic sectoral examination will be computed into that of the vocational examination with the following weighting: Sectoral basic examination: 15%, Vocational examination: 85%</p>																				
<p>Certificate number: CXK A</p> <p>Serial number: 123456</p> <p>Certificate issue date: 2023.12.07</p>	<p>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</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Sectoral basic examination : The examination was passed based on recognised prior learning</td> </tr> <tr> <td colspan="2">Vocational examination</td> </tr> <tr> <td colspan="2">central interactive</td> </tr> <tr> <td style="text-align: center;">Entrepreneurial administrative assistant central interactive examination</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2">project exercise</td> </tr> <tr> <td style="text-align: center;">Entrepreneurial administrative assistant project task</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>	Sectoral basic examination : The examination was passed based on recognised prior learning		Vocational examination		central interactive		Entrepreneurial administrative assistant central interactive examination	5	project exercise		Entrepreneurial administrative assistant project task	5	Result of the vocational examination in percentage			100%	Result of the vocational examination with grades			5
Sectoral basic examination : The examination was passed based on recognised prior learning																					
Vocational examination																					
central interactive																					
Entrepreneurial administrative assistant central interactive examination	5																				
project exercise																					
Entrepreneurial administrative assistant project task	5																				
Result of the vocational examination in percentage																					
	100%																				
Result of the vocational examination with grades																					
	5																				
<p>Access to next level of education/training</p> <p>To higher education</p>	<p>International agreements</p>																				
<p>Other information concerning the vocational training process</p>																					
<p>Legal basis</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.</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	2256 hours

Entry requirements:

- Educational prerequisite: elementary school qualification

Further information:

VOCATIONAL THEORETICAL SUBJECT	HOURS
Vocational knowledge	12 hour
Vocational foreign language knowledge	12 hour
Economic and legal fundamentals	12 hour
Basics of running a business	12 hour
Communication	12 hour
Digital applications	12 hour
Business administration	12 hour
Cash flow records	12 hour
Small and medium-size enterprise management	12 hour
Personnel management	12 hour
Taxation knowledge	12 hour
Basics of bookkeeping	12 hour
Text input on computers	12 hour
Document editing	12 hour
Secretarial administrative duties	12 hour
Customer service communication	12 hour
Communication in secretarial work	12 hour
Continuous field practice	160 hour
Altogether	364 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: 2023.12.07

SEAL