



1. TITLE OF THE PROFESSION

04124001 Pénztárkezelő és valutapénztáros

2. TRANSLATED TITLE OF THE PROFESSION

Cashier and foreign currency teller
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

- carry out their work in accordance with the legislation in force, taking into consideration the characteristics of the catering sector;
- perform cashiering duties;
- examine and verify domestic and foreign currency banknotes, check the banknotes for authenticity and fitness;
- assist in the handling and settlement of cash transactions;
- apply the rules on currency and cheque cashing, the measures aiming to combat money laundering and counter the financing of terrorism, interpret and implement the rules on specific required documents, internal regulatory mechanism, vouchering, handling of consumer notices and complaints and the rules of procedure.

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

0412 Finance, banking and insurance

(*) 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: 4 EQF level: 4 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: 2023.12.07	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%;">Performing specific administrative tasks, recognising counterfeit banknotes, carrying out banknote checks</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>Applying banknote knowledge in practice and recognising counterfeit banknotes by carrying out banknote checks</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Performing specific administrative tasks as described in the situational exercise</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</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			Performing specific administrative tasks, recognising counterfeit banknotes, carrying out banknote checks	100%	5	project exercise			Applying banknote knowledge in practice and recognising counterfeit banknotes by carrying out banknote checks	100%	5	Performing specific administrative tasks as described in the situational exercise	100%	5	Result of the qualification examination	100%	5
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Access to next level of education/training	International agreements																		
Other information concerning the vocational training process The legislation imposing the qualification requirement: Section 74(1)(b)(bj) of Act CCXXXVII of 2013 on Credit Institutions and Financial Enterprises Section 12(2) of Government Decree 297/2001 (XII. 27.) on Money Exchange Services																			
Legal basis 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.																			

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	50 hours
<p>Entry requirements:</p> <ul style="list-style-type: none">- Educational prerequisite: secondary school-leaving certificate <p>Further information:</p> <p>WRITTEN EXAMINATION EXERCISES</p> <p>Methods and rules for the handling and settlement of cash transactions Rules on cash management Handling of documents Authenticity and fitness checks Exchange rate, quotation, publication, currency purchase, sale and conversion Handling of complaints Prevention of money laundering Presentation of security features used in banknotes and security printing processes</p> <p>PROJECT EXERCISES</p> <p>Examine and verify domestic and foreign currency banknotes, check the banknotes for authenticity and fitness Provide information on what to do when handling counterfeit currency Select counterfeit banknotes and describe their characteristics and the correlations Specific administrative tasks</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:
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