

**1. TITLE OF THE PROFESSION**

04175001 Munkaerő-gazdálkodási és társadalombiztosítási ügyintéző

**2. TRANSLATED TITLE OF THE PROFESSION**Personnel management and social security administrator  
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES**

- perform tasks related to human resources management;
- liaise between employees, employers and trade unions;
- perform tasks related to data protection;
- provide information to employees on the benefits and extra holidays that may be claimed and help them make a declaration about the use of such benefits;
- obtain the personal data necessary for the records provided for by the Labour Code and transfer them for processing;
- organise and handle hard-copy and electronic documents related to his/her work;
- perform monthly payroll tasks on the basis of the data provided by HR and comply with the statutory reporting, declaration and data provision obligations;
- provide information on the conditions of entitlement to cash benefits, eligibility for family support allowances and the conditions of entitlement to benefits under the pension scheme and on how to claim them.

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

0417 Workplace knowledge

**(\*) 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.

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

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the authority issuing the certificate</b>	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry for Innovation and Technology															
<b>Level of the certificate (national or international)</b> NQF level: 5 EQF level: 5 Digital Competence Framework level: 5	<b>Grading scale / Pass requirements</b> 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	<b>Designation of the theoretical and practical subjects of the vocational qualification examination and their grades according to a five-grade scale</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td colspan="3"><b>written</b></td> </tr> <tr> <td style="width: 80%;">Human resources management</td> <td style="width: 10%; text-align: center;">100%</td> <td style="width: 10%; text-align: center;">5</td> </tr> <tr> <td colspan="3"><b>project exercise</b></td> </tr> <tr> <td>Personnel management practices</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>	<b>written</b>			Human resources management	100%	5	<b>project exercise</b>			Personnel management practices	100%	5	Result of the qualification examination	100%	5
<b>written</b>																
Human resources management	100%	5														
<b>project exercise</b>																
Personnel management practices	100%	5														
Result of the qualification examination	100%	5														
<b>Access to next level of education/training</b> To higher education	<b>International agreements</b>															
<b>Other information concerning the vocational training process</b>																
<b>Legal basis</b> 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	360 hours

### Entry requirements:

- Educational prerequisite: secondary school-leaving certificate
- Vocational prerequisite:
  - Vocational occupation, vocational qualification, partial vocational qualification, vocational qualification branching: 5 0411 09 01 Financial accounting administrator vocational occupation, 5 0411 09 02 Entrepreneurial administrative assistant vocational occupation, Financial accounting administrator vocational qualification, Business and payroll administrator vocational qualification, Business administrator vocational qualification, Business administrator partial vocational qualification, vocational qualifications/vocational qualification branchings listed in the National Qualifications Register (NQR) and belonging to the Economics occupational group, obtained in the framework of higher-level vocational training, qualifications obtained in Economic Sciences in the framework of higher-level vocational training, Higher education qualifications

### Further information:

#### WRITTEN EXAMINATION EXERCISES

Recruitment, selection methods, criteria

Conditions and ways for keeping personal records

Application of the General Data Protection Regulation (GDPR) in an employment relationship, lawfulness and legal basis of data processing

Requirement of equal treatment in an employment relationship

Rules on work schedules, recording working hours and rest periods

Knowledge of the contractual forms of employment other than employment contracts

Rules on simplified employment, casual employment and teleworking

Knowledge of the forms used for reporting, filing returns and supplying data

Determination of health insurance cash benefits

Knowledge of social security retirement benefits, in particular, theoretical knowledge of the conditions of eligibility and the rules for calculating the pension, taking into account the individual's length of service and their average pensionable earnings

#### PROJECT EXERCISES

Establishment of an employment relationship, function, content, amendment and termination of an employment contract and the procedure to be followed

Leave, rules on granting leave, sick leave, maternity leave, unpaid leave

List and classification of health insurance cash benefits, procedure for making claims, calculation rules

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: 2023.12.07

SEAL