



1. TITLE OF THE PROFESSION

10415003 Szállítmányozó

2. TRANSLATED TITLE OF THE PROFESSION

Freight forwarding agent
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

- register, coordinate, organise and track the shipping of goods by rail, road, air, river and sea;
- take out insurance for the freight, find out about any special handling requirements for the goods and provide any special equipment and tools required for the shipping;
- keep customers and carriers constantly informed;
- perform administrative tasks and handle official correspondence;
- provide information to foreign customers in a foreign language, mainly in English or German, handle customer complaints, prepare quotations and give a brief overview of the status of the goods;
- keep abreast of the legislative environment and apply the rules of freight forwarding;
- choose the best possible means of transportation and route, monitor the transport market;
- prepare freight quotations to customers and inform them thereof.

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

1041 Transport services

(*) 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

<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: 4</p>	<p>Grading scale / Pass requirements</p> <p>Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail</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 vocational qualification examination and their grades according to a five-grade scale</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">written</td> </tr> <tr> <td style="width: 80%;">Freight forwarding tasks</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>Analysis and presentation of freight forwarding case histories</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			Freight forwarding tasks	100%	5	project exercise			Analysis and presentation of freight forwarding case histories	100%	5	Result of the qualification examination	100%	5
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Result of the qualification examination	100%	5														
<p>Access to next level of education/training</p> <p>To secondary education</p>	<p>International agreements</p>															
<p>Other information concerning the vocational training process</p>																
<p>Legal basis</p> <p>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.</p>																

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	900 hours

Entry requirements:

- Educational prerequisite: secondary school-leaving certificate

Further information:

WRITTEN EXAMINATION EXERCISES

Characteristics of transport sub-sectors, domestic and international shipping of goods

INCOTERMS (International Commercial Terms) and determination of parity price

Types of freight insurance, means of transportation

Loading plan, shipping and freight forwarding documents

Route planning, use of logistics management information systems (LMIS)

PROJECT EXERCISES

Preparation of the final paper (Analysis of a transport case history)

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