



1. TITLE OF THE PROFESSION

04165006 Üzletvezető

2. TRANSLATED TITLE OF THE PROFESSION

Shop manager
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

- perform duties and management activities related to the proper operation of the retail outlet;
- control, manage and supervise the operation of the retail outlet;
- provide the personnel and material resources required for the smooth operation of the retail outlet;
- ensure the efficient use of available resources;
- draw conclusions about the business and management after having obtained information and/or carried out basic economic calculations;
- organise and manage purchasing and warehousing activities as well as manage and keep records of the inventory;
- ensure goods and property protection in the retail outlet;
- organise and perform sales activities;
- contribute to making strategic and tactical decisions that influence setting selling prices;
- use marketing tools specific to businesses;
- check invoices and ensure the settlement of the items indicated thereon;
- carry out banking transactions and manage the petty cash in accordance with statutory requirements;
- comply with consumer protection laws;
- handle consumer complaints in accordance with the rules and regulations.

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

0416 Wholesale and retail sales

(*) 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: 5 EQF level: 5 Digital Competence Framework level: 5	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>Business management knowledge and skills</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="3">project exercise</td> </tr> <tr> <td>Shop manager 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			Business management knowledge and skills	100%	5	project exercise			Shop manager situational exercise	100%	5	Result of the qualification examination	100%	5
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Access to next level of education/training To secondary education	International agreements															
Other information concerning the vocational training process																
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	200 hours

Entry requirements:

- Educational prerequisite: secondary school qualification
- Vocational prerequisite: 4 0416 13 02 Commercial salesperson, 04163 DIY store salesperson, 04163 Furniture store salesperson, 04163 Pharmaceutical salesperson, 04163 Grocery store salesperson, 04163 Toy shop salesperson, 04163 Technical salesperson, 04163 Clothing salesperson, 04163 Chemical goods salesperson, 02144 Flower arranger and florist, 5 0416 13 03 Merchant and webstore technician, 34 341 01 Salesperson vocational qualification, 35 341 02 Herbalist vocational qualification, 31 341 05 Food and chemical goods salesperson partial vocational qualification, 31 341 03 Technical salesperson partial vocational qualification, 31 215 01 Flower shop salesperson partial vocational qualification, 31 541 01 Butcher partial vocational qualification, 54 341 01 Merchant, 54 810 01 Photographer and photography equipment retailer, 52 726 01 Therapeutic equipment distributor
- Medical fitness requirements shall be met
- Field and duration of the vocational field practice: commerce, min. 1 year

Further information:

WRITTEN EXAMINATION EXERCISES

Commercial calculations (pricing, sales revenue, taxes, price elasticity indicators, statistical indicators, inventory management, staff and human resources management, cost management, inventory settlement)

PROJECT EXERCISES

Managing the process of taking delivery of goods

Managing inventory

Organising and conducting a business meeting

Recruitment process

Workforce assessment and retention

Organising and running promotions (sales without discounts, sales with discounts, clearance sales, product demonstrations, tastings)

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