

**1. TITLE OF THE PROFESSION**

4 1013 23 03 Panziós-fogadó

**2. TRANSLATED TITLE OF THE PROFESSION**Guesthouse specialist and innkeeper  
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES**

- manage the entire operational functioning of the accommodation;
- acquire and understand specific knowledge of the accommodation, build up a network of contacts to handle enquiries, orders, changes, cancellations, and apply possible payment methods;
- receive guests of the accommodation in an appropriate manner and make effort to fully answer their questions;
- assume responsibility for the comfort of guests and for communication between the accommodation and guests;
- carry out maintenance and cleaning tasks at the accommodation and take care of the environment and perform logistics-related tasks as well;
- propose and organise programmes as required;
- carry out marketing activities;
- manage, control and coordinate the management and financial aspects of the accommodation;
- comply with and enforce occupational health and safety, fire and environmental protection regulations;
- plan, organise, evaluate the work of his/her colleagues and motivate his/her staff;
- liaise with other service providers, other accommodation partners and intermediaries involved in the sale of accommodation;
- accurately and continuously carry out administrative activities related to the accommodation on paper and digitally.

**4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE**1331 Guesthouse manager, dormitory manager, hotel manager, receptionist manager (hotel), hostel manager, hospitality manager  
5242 Family guesthouse manager, village caterer, guesthouse specialist**(\*) 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.

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## 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the authority issuing the certificate</b></p>	<p><b>Name and status of the national /regional authority providing accreditation/recognition of the certificate</b></p> <p>Ministry for Innovation and Technology</p>																				
<p><b>Level of the certificate (national or international)</b></p> <p><b>NQF level:</b> 4</p> <p><b>EQF level:</b> 4</p> <p><b>Digital Competence Framework level:</b> 6</p>	<p><b>Grading scale / Pass requirements</b></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: 20%, Vocational examination: 80%</p>																				
<p><b>Certificate number:</b> CXK A</p> <p>Serial number: 123456</p> <p><b>Certificate issue date:</b> 2023.12.07</p>	<p><b>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</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Sectoral basic examination :</b> The examination was passed based on recognised prior learning</td> </tr> <tr> <td colspan="2"><b>Vocational examination</b></td> </tr> <tr> <td colspan="2"><b>central interactive</b></td> </tr> <tr> <td style="width: 80%;">Compilation and pricing of an accommodation package with the organisation of programmes</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2"><b>project exercise</b></td> </tr> <tr> <td>Professional activities of a guesthouse specialist and innkeeper</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>	<b>Sectoral basic examination :</b> The examination was passed based on recognised prior learning		<b>Vocational examination</b>		<b>central interactive</b>		Compilation and pricing of an accommodation package with the organisation of programmes	5	<b>project exercise</b>		Professional activities of a guesthouse specialist and innkeeper	5	Result of the vocational examination in percentage			100%	Result of the vocational examination with grades			5
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<p><b>Access to next level of education/training</b></p>	<p><b>International agreements</b></p>																				
<p><b>Other information concerning the vocational training process</b></p>																					
<p><b>Legal basis</b></p> <p>Government Decree 12/2020 (II. 7.) on the Implementation of the Vocational Education and Training Act, Act LXXX of 2019 on Vocational Education and Training.</p>																					

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

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	2081 hours
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**Entry requirements:**

- School prequalification: primary education
- Occupational health fitness assessment: required
- Career aptitude test: required

**Further information:**

VOCATIONAL PRACTICAL SUBJECT	HOURS
ICT in the catering industry	12 hour
Basics of production, sales and tourism	12 hour
Preparation of work processes	12 hour
Hospitality and catering	12 hour
Operations of guesthouses and inns	12 hour
Advertisement and purchase incentives	12 hour
Material management - administration - accounting	12 hour
VOCATIONAL THEORETICAL SUBJECT	HOURS
Vocational knowledge	12 hour
Vocational foreign language knowledge	12 hour
The world of work	12 hour
Basics of production, sales and tourism	12 hour
Material management - administration - accounting	12 hour
Continuous field practice	160 hour
Altogether	304 hour

Link to the Programme and Outcome Requirements and the Programme Curriculum: <https://ikk.hu>  
 The present certificate 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	<b>SEAL</b>
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