



1. TITLE OF THE PROFESSION

5 1015 23 07 Turisztikai technikus (Idegenvezető szakmairány)

2. TRANSLATED TITLE OF THE PROFESSION

Tourism technician (Travel guide specialisation)
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

- prepare for the trip arranged and organised by the tour operator;
- find out about the destination, local attractions, transport, weather and programmes using the Internet, and organise the information thus obtained;
- give a warm welcome to tourists, arrange for the check-in of passengers before departure, the placement of luggage and the checking of travel documents;
- accompany passengers, do sightseeing tours on foot or by bus, conduct exhibition tours and trips, guide museum visits;
- communicate fluently in Hungarian and the foreign language acquired, and possibly interpret between these languages as well;
- present the culture, gastronomy and traditions of each destination to holidaymakers;
- carry out the administrative tasks required of travel guides during a trip;
- develop human relationships easily and handle conflict situations well and appropriately;
- manage supplies during the trip, use vouchers, buy tickets, make traditional and electronic payments, buy foreign currency, order services;
- make arrangements for the provision of services and programmes, contact service providers;
- receive and assist travellers as a deployed travel guide during their stay and accompany them to their departure point on their return home;
- recommend and organise optional programmes during organised trips;
- prepare a travel guide report for the tour operator after the implementation of the programmes, in accordance with the criteria specified by the tour operator;
- prepare the accounts of the trip after the implementation of the programme package.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

4221 Tour operator, consultant

(*) 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: 6	Grading scale / Pass requirements Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail 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: %, Vocational examination: %														
Certificate number: CXK A Serial number: 123456 Certificate issue date: 2023.12.07	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 Sectoral basic examination : The examination was passed based on recognised prior learning Vocational examination central interactive <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 80%;">Basics of tourism</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td colspan="2">project exercise</td> </tr> <tr> <td>Practical tasks of travel guides</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Tour guiding and situational exercise</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Result of the vocational examination in percentage</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Result of the vocational examination with grades</td> <td style="text-align: center;">5</td> </tr> </table>	Basics of tourism	5	project exercise		Practical tasks of travel guides	5	Tour guiding and situational exercise	5			Result of the vocational examination in percentage	100%	Result of the vocational examination with grades	5
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Result of the vocational examination in percentage	100%														
Result of the vocational examination with grades	5														
Access to next level of education/training	International agreements														
Other information concerning the vocational training process B2 (intermediate-level) complex language certificate in the foreign language studied or B2 (intermediate-level) complex specialist language certificate in tourism and catering at the start of the vocational examination															
Legal basis 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.															

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE SUPPLEMENT

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	2158 hours

Entry requirements:

- Educational prerequisite: primary education
- Occupational health aptitude test: 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
Procurement and sales	12 hour
Business calculation and cost control	12 hour
Special services	12 hour
Advertisements and marketing incentives for purchase, customer relations	12 hour
Administration and accounting	12 hour
Business management in tourism	12 hour
Tour guiding	12 hour
Tourism marketing and protocol	12 hour
Culture and civilisation in a foreign language	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
Procurement and sales	12 hour
Business calculation and cost control	12 hour
Special services	12 hour
Advertisements and marketing incentives for purchase, customer relations	12 hour
Administration and accounting	12 hour
Tour guiding	12 hour
Tourism marketing and protocol	12 hour
Culture and civilisation in a foreign language	12 hour
Continuous field practice	160 hour
Altogether	436 hour

Link to the Training and Outcome Requirements and the Programme Plans: <https://ikk.hu>

The present diploma 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

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