

**1. TITLE OF THE PROFESSION**

4 0416 13 02 Kereskedelmi értékesítő

2. TRANSLATED TITLE OF THE PROFESSIONCommercial salesperson
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES**

- know the economic operators, their characteristics and the relationship between them;
- perform complex sales tasks related to the proper operation of the commercial unit;
- provide information to customers and serve them in commercial units of different sectors;
- communicate with customers in a way that is appropriate to the types of customers identified;
- communicate assertively, using modern sales techniques to serve potential customers and show empathy when handling complaints and feedback;
- apply hygiene and health standards at all stages of the supply chain, comply with environmental and energy management standards;
- participate in the management of the goods procurement process;
- perform tasks related to the reception, storage, stocking and preservation of goods for sale;
- carry out administrative tasks related to the inventory, the return goods and the empty returns;
- assist in the operation of the commercial unit by preparing the goods for sale, displaying them on the sales area and selling them;
- perform services related to the online sales of products, manage software and mobile applications used in the commercial unit;
- properly use the cash register and the analogue and digital pieces of equipment and devices that support their work;
- open to new consumer trends.

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

5113 Shop salesperson
5117 Shop cashier, ticket clerk
5129 Other commercial occupation, not classified elsewhere

(*) 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: 4</p> <p>EQF level: 4</p> <p>Digital Competence Framework level: 5</p>	<p>Grading scale / Pass requirements</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>Certificate number: CXK A</p> <p>Serial number: 123456</p> <p>Certificate issue date: 2024.06.13</p>	<p>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</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Sectoral basic examination : The examination was passed based on recognised prior learning</td> </tr> <tr> <td colspan="2">Vocational examination</td> </tr> <tr> <td colspan="2">central interactive</td> </tr> <tr> <td>Commercial knowledge</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2">project exercise</td> </tr> <tr> <td>Business practice</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>	Sectoral basic examination : The examination was passed based on recognised prior learning		Vocational examination		central interactive		Commercial knowledge	5	project exercise		Business practice	5	Result of the vocational examination in percentage			100%	Result of the vocational examination with grades			5
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<p>Access to next level of education/training</p> <p>To secondary school</p>	<p>International agreements</p>																				
<p>Other information concerning the vocational training process</p>																					
<p>Legal basis</p> <p>Government Decree 12/2020 (II. 7.) on the Implementation of the Vocational Education and Training Act, 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, 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	3 years

Entry requirements:

- Elementary school qualification
- Occupational aptitude test

Further information:

VOCATIONAL PRACTICAL SUBJECT	HOURS
Commercial knowledge	12 hour
Running a business	12 hour
Cash register use	12 hour
Product knowledge and distribution	12 hour
Business communication	12 hour

VOCATIONAL THEORETICAL SUBJECT	HOURS
Vocational knowledge	12 hour
Vocational foreign language knowledge	12 hour
Economic knowledge	12 hour
Business management	12 hour
Communication	12 hour
Digital applications	12 hour
Commercial knowledge	12 hour
Running a business	12 hour
Cash register use	12 hour
Product knowledge and distribution	12 hour
Business communication	12 hour

Continuous field practice 160 hour

Altogether 352 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: 2024.06.13	SEAL
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