



1. TITLE OF THE PROFESSION

4 0416 13 02 Kereskedelmi értékesítő (Bolti előkészítő részs szakma)

2. TRANSLATED TITLE OF THE PROFESSION

Commercial salesperson (Sales area manager – partial qualification)
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

- carry out the transfer of goods from the warehouse, the replenishment of shelves and loading areas in commercial units, and keep the goods area, the warehouse and the loading areas clean and tidy;
- receive goods on pallets, in containers or otherwise, and unpack them from their transport packaging;
- check the goods and report any damage to the packaging to their superior;
- group and sort products according to the criteria given;
- remove the goods from the warehouse, sort the goods into crates and shelves, restock the shelves;
- carry out the labelling and place the appropriate information boards and signs on the shelves;
- monitor the depletion of goods and, if necessary, replenish products that are running low and ensure timely replenishment;
- set up and dismantle secondary installations and displays (e.g. entrance, supply counter);
- sort and put in place return goods (goods left by customers at the checkout or in the shop in a place other than their original place) and handle returns from suppliers;
- manage material-handling equipment, computers and related units in the warehouse and use a barcode scanner.

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

5129 Other commercial occupation, not classified elsewhere
9224 Counter and shelf filler

(*) 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: 3 EQF level: 3 Digital Competence Framework level: 3	Grading scale / Pass requirements Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail <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: %, Vocational examination: %</p>						
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 project exercise <table border="1"> <tr> <td>Sales area management project task</td> <td>5</td> </tr> <tr> <td>Result of the vocational examination in percentage</td> <td>100%</td> </tr> <tr> <td>Result of the vocational examination with grades</td> <td>5</td> </tr> </table>	Sales area management project task	5	Result of the vocational examination in percentage	100%	Result of the vocational examination with grades	5
Sales area management project task	5						
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							
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

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	300 hours

Entry requirements:

- Educational prerequisite: elementary education or the completion of the Springboard (Döbbantó) programme
- Occupational health aptitude test: required

Further information:

VOCATIONAL PRACTICAL SUBJECT	HOURS
Commercial knowledge (Merchandising knowledge)	12 hour
Business operation (Risks and risk assessment in commerce)	12 hour
Business operation (Occupational safety, fire and accident prevention)	12 hour
Business operation (Environmental protection)	12 hour
Business operation (Protection of goods and property)	12 hour
Product knowledge and distribution (Product placement)	12 hour
Product knowledge and distribution (Packaging)	12 hour

VOCATIONAL THEORETICAL SUBJECT	HOURS
Commercial knowledge (Merchandising knowledge)	12 hour
Business operation (Risks and risk assessment in commerce)	12 hour
Business operation (Occupational safety, fire and accident prevention)	12 hour
Business operation (Environmental protection)	12 hour
Business operation (Protection of goods and property)	12 hour
Product knowledge and distribution (Product placement)	12 hour
Product knowledge and distribution (Packaging)	12 hour

Continuous field practice 160 hour

Altogether 328 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

SEAL