

**1. TITLE OF THE PROFESSION**

5 0923 22 04 Szociális és gyermekvédelmi szakasszisztens

**2. TRANSLATED TITLE OF THE PROFESSION**Social services and child protection specialist assistant  
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES**

- carry out the tasks falling within their competence in the field of social services providing personal care, child welfare services and specialised child protection services, either independently or under the supervision of a qualified professional;
- help people of different ages, children and families in need of assistance with life coaching and provide institutional support in solving problems;
- help run thematic, therapeutic groups, organise community programmes;
- carry out administrative and decision-preparation tasks in the work organisation, and help solve problems beyond their competence under the guidance of their professional supervisor;
- collect, evaluate professional information, manage information sources;
- independently carry out the management of the institution's files, and if necessary, may be involved in the management of administrative files and files of public authorities;
- maintain contact and cooperate with the recipients of services and care and other professionals in person, or using infocommunication and digital tools, and document their activities professionally;
- analyse customer traffic data, produce statistical reports;
- carry out management sub-tasks, if necessary, under management authority, planning their activities, and perform sub-tasks under management direction in the planning and implementation of projects;
- cooperate with authorities, institutions and organisations in the management of the problems of recipients of services and care and in order to solve them, also representing the institution employing them;
- maintain contact with social administration bodies, guardianship authorities, services and institutions of primary social care and child welfare, primary and specialised social care institutions and institutions, organisations providing specialised child protection services;
- contribute to the development of the field by respecting ethical standards and controlling their own activities.

**4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE**3511 Social assistant  
3513 Social services assistant, special social assistant  
3515 Youth assistant**(\*) 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 has 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> 5</p> <p><b>EQF level:</b> 5</p> <p><b>Digital Competence Framework level:</b> 5</p>                   | <p><b>Grading scale / Pass requirements</b></p> <p>Five -grade: 5 excellent<br/>4 good<br/>3 satisfactory<br/>2 pass<br/>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:<br/>The result of the basic sectoral examination will be computed into that of the vocational examination with the following weighting: Sectoral basic examination: 25%, Vocational examination: 75%</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>Specialist assistant knowledge in social services and child protection</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2"><b>project exercise</b></td> </tr> <tr> <td>Presentation of a project carried out and the professional personality development</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Examination part 1: The project carried out at the placement site and its presentation</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Examination part 2: Portfolio</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> | <b>Sectoral basic examination :</b> The examination was passed based on recognised prior learning |  | <b>Vocational examination</b> |  | <b>central interactive</b> |  | Specialist assistant knowledge in social services and child protection | 5 | <b>project exercise</b> |  | Presentation of a project carried out and the professional personality development | 5 | Examination part 1: The project carried out at the placement site and its presentation | 5 | Examination part 2: Portfolio | 5 |  |  | Result of the vocational examination in percentage | 100% | Result of the vocational examination with grades | 5 |
| <b>Sectoral basic examination :</b> The examination was passed based on recognised prior learning  |  |   |  |                               |  |                            |  |  |   |                         |  |  |   |  |   |                               |   |  |  |  |      |  |   |
| <b>Vocational examination</b>  |  |   |  |                               |  |                            |  |  |   |                         |  |  |   |  |   |                               |   |  |  |  |      |  |   |
| <b>central interactive</b>   |  |   |  |                               |  |                            |  |  |   |                         |  |  |   |  |   |                               |   |  |  |  |      |  |   |
| Specialist assistant knowledge in social services and child protection   | 5  |   |  |                               |  |                            |  |  |   |                         |  |  |   |  |   |                               |   |  |  |  |      |  |   |
| <b>project exercise</b>  |  |   |  |                               |  |                            |  |  |   |                         |  |  |   |  |   |                               |   |  |  |  |      |  |   |
| Presentation of a project carried out and the professional personality development   | 5  |   |  |                               |  |                            |  |  |   |                         |  |  |   |  |   |                               |   |  |  |  |      |  |   |
| Examination part 1: The project carried out at the placement site and its presentation   | 5  |   |  |                               |  |                            |  |  |   |                         |  |  |   |  |   |                               |   |  |  |  |      |  |   |
| Examination part 2: Portfolio  | 5  |   |  |                               |  |                            |  |  |   |                         |  |  |   |  |   |                               |   |  |  |  |      |  |   |
|  |  |   |  |                               |  |                            |  |  |   |                         |  |  |   |  |   |                               |   |  |  |  |      |  |   |
| Result of the vocational examination in percentage   | 100%   |   |  |                               |  |                            |  |  |   |                         |  |  |   |  |   |                               |   |  |  |  |      |  |   |
| Result of the vocational examination with grades   | 5  |   |  |                               |  |                            |  |  |   |                         |  |  |   |  |   |                               |   |  |  |  |      |  |   |
| <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 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   | 2117 hours   |

### Entry requirements:

- Educational prerequisite: elementary education or secondary school-leaving certificate
- Occupational health aptitude test: required
- Career aptitude test: required

### Further information:

| VOCATIONAL PRACTICAL SUBJECT   | HOURS        |
|--|--------------|
| Professional personality development   | 12 hour      |
| Psychology   | 12 hour      |
| Medical knowledge  | 12 hour      |
| Basics of first aid  | 12 hour      |
| Social studies   | 12 hour      |
| Social skills and knowledge  | 12 hour      |
| Socio-political, sociological, organisational knowledge  | 12 hour      |
| Organisational framework of care, support and service provision  | 12 hour      |
| Theory of social work  | 12 hour      |
| Problem and conflict management and resolution   | 12 hour      |
| Nursing, care  | 12 hour      |
| Lifestyle culture  | 12 hour      |
| Health culture   | 12 hour      |
| Recreation culture   | 12 hour      |
| Leisure culture  | 12 hour      |
| Characteristics of children and young adults in care in primary child welfare and specialised child protection institutions, and youth detention centres | 12 hour      |
| The content and practical elements of operation in primary child welfare and specialised child protection institutions, and youth detention centres      | 12 hour      |
| The framework of professional operation in primary child welfare and specialised child protection institutions, and youth detention centres              | 12 hour      |
| Characteristics of recipients of social services providing personal care   | 12 hour      |
| The content and practical elements of professional operation in specialised social care institutions   | 12 hour      |
| The framework of professional operation in social services providing personal care   | 12 hour      |
| Practical application of IT skills   | 12 hour      |
| Administrative and management skills   | 12 hour      |
| Administration and customer service practices  | 12 hour      |
| Institutional administration   | 12 hour      |
| Administration of social services/institutions   | 12 hour      |
| Administration of child welfare services, primary child welfare and specialised child protection services and youth detention centres                    | 12 hour      |
| <b>VOCATIONAL THEORETICAL SUBJECT</b>  | <b>HOURS</b> |
| Vocational knowledge   | 12 hour      |
| Vocational foreign language knowledge  | 12 hour      |
| Professional personality development   | 12 hour      |
| Psychology   | 12 hour      |
| Medical knowledge  | 12 hour      |
| Basics of first aid  | 12 hour      |
| Social studies   | 12 hour      |
| Social skills and knowledge  | 12 hour      |
| Socio-political, sociological, organisational knowledge  | 12 hour      |
| Organisational framework of care, support and service provision  | 12 hour      |

|  |          |
|--|----------|
| Theory of social work  | 12 hour  |
| Problem and conflict management and resolution   | 12 hour  |
| Nursing, care  | 12 hour  |
| Lifestyle culture  | 12 hour  |
| Health culture   | 12 hour  |
| Recreation culture   | 12 hour  |
| Leisure culture  | 12 hour  |
| Characteristics of children and young adults in care in primary child welfare and specialised child protection institutions, and youth detention centres | 12 hour  |
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| The framework of professional operation in social services providing personal care   | 12 hour  |
| Practical application of IT skills   | 12 hour  |
| Administrative and management skills   | 12 hour  |
| Administration and customer service practices  | 12 hour  |
| Institutional administration   | 12 hour  |
| Administration of social services/institutions   | 12 hour  |
| Administration of child welfare services, primary child welfare and specialised child protection services and youth detention centres                    | 12 hour  |
| Continuous field practice  | 160 hour |
| Altogether   | 832 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

**SEAL**