

1. TITLE OF THE CERTIFICATE (HU)

52 3438 01 ÁLTALÁNOS GAZDASÁGI ÉS STATISZTIKAI ÜGYINTÉZŐ

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

GENERAL ADMINISTRATOR SPECIALISED IN ECONOMICS AND STATISTICS

(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- relying on acquired skills and competencies (in the fields of financial management, economics, information technology, business administration, accounting and statistics), assist in the execution of general tasks under competent supervision or independently accomplish specific tasks in the fields of economics and statistics related to the operation of business organisations, institutions or administrative bodies operating in any field of the economy;
- perform daily routine work related to business administration, correspondence and archiving;
- observe laws and regulations concerning data supply as well as recognise the role and importance of statistics in the management of business processes with reference to the given business organisation, institution or field of public administration;
- manage communication with clients in person or through telecommunication means;
- use information technological equipment as necessitated by the given job.

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

3607 Statistical administrator

(*) Explanatory notes:

This document is designed to provide additional information about the specified certificate and does not serve as a legal certificate of vocational qualification. The format of the description is based on the following documents:

Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications; Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information on transparency is available at: <http://europass.cedefop.europa.eu/>

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5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the institute issuing the certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate In the case of vocational qualifications belonging to the competence of the Hungarian Central Statistical Office (HCSO), a vocational qualification-related independent professional committee commissioned by the HCSO.																		
Level of the certificate (national or international) Level of vocational qualification according to the National Qualification Register: 52 Intermediate vocational qualification entitling the holder to fill positions requiring physical or intellectual work, which is based on the input competence determined in the vocational and examination requirements, on preliminary vocational qualification or on the baccalaureate. ISCED97 code: 4CV	Grading scale / Pass requirements Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail Vocational qualification examination after the completion of vocational training Parts of the examination: - Vocational theory - Vocational practice A successful vocational qualification examination requires a pass grade both in vocational theory and practice.																		
Certificate number: PT K Serial number: 123456 Certificate issue date: 2010.02.03	Description of vocational theoretical and practical subjects and their grades according to the five-grade scale 1. Grades of vocational theoretical examination subjects Topics/subjects of written examination <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Complex</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Grade of Written Examination</td> <td style="text-align: center;">5</td> </tr> </table> Topics/subjects of oral examination <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Fundamentals of Economics</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Economics</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Statistical Theory</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td style="text-align: center;">5</td> </tr> </table> 2. Assessment of vocational practical preparedness Subjects of practical examination <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Accounting skills</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Information Technology and Business Administration Skills (Correspondence/Spreadsheet Management Tasks)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td style="text-align: center;">5</td> </tr> </table>	Complex	5	Grade of Written Examination	5	Fundamentals of Economics	5	Economics	5	Statistical Theory	5	Grade of Vocational Theory	5	Accounting skills	5	Information Technology and Business Administration Skills (Correspondence/Spreadsheet Management Tasks)	5	Grade of Vocational Practice	5
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Access to next level of education/training To advanced level vocational training	International agreements																		
Other information concerning the vocational training process (accession number of the accredited programme)																			
Legal basis Act. No. LXXVI of 1993 on vocational training, Decree 27/2001. (VII.27.) of the Minister of Education (OM) on the amendment of Decree 7/1993. (XII.30.) of the Minister of Labour (MüM) on the National Qualification Register, Decree 26/2001. (VII.27.) of the Minister of Education (OM) on the general rules and rules of procedure of vocational examinations, Government Decrees 77/1996. (V.30.) on vocational and examination requirements of general administrator specialised in economics and statistics qualifications (Appendix 1), Central programme approved by the Minister of Labour (MüM) under approval number 2000/97. III.23.																			

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of vocational education and training received	Percentage of total programme %	Duration (hours/weeks/months/years)
School-/training centre-based	Theory: 70 % Practice: 30 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		1 year

Entry requirements:

Baccalaureate

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Typing	100 hours
Economics	100 hours
Marketing	100 hours
Economic Law 1	100 hours
Economic Law 2	100 hours
Accounting I.	100 hours
Finance I.	100 hours
Statistics 1	100 hours
Business Administration	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Accounting I.	100 hours
Finance I.	100 hours
IT application	100 hours
Statistics 1	100 hours
Business Administration	100 hours

Further information (including the description of the national grading method):

The basis of the grading system is a list of vocational and examination requirements compiled in accordance with uniform criteria and structure, issued in the form of legal regulation that includes the following:

- identification number and description of the vocational qualification as specified in OKJ and the relevant FEOR number,
- school and vocational prequalification required for the start of the training, aptitude and vocational competence requirements and prescribed practice,
- the most typical occupation or activity accessible to the holder of the vocational qualification certificate, the short job description, and the list of related vocational qualifications,
- the duration of the training required for the vocational qualification; maximum number of hours; the ratio of theoretical and practical training; the number of vocational training classes in the vocational training school; the duration of initial training period; the possibility of organising a grade examination assessing the efficiency of practical training,
- occupational requirements of vocational qualification,
- requirements pertaining to vocational examination.

The vocational and examination requirements will be classified by the occupational group committees of the National Qualification Register (OKJ) and by the National Council for Vocational Training, and subsequently they will be issued in the form of legal regulations.

Vocational and examination requirements are available at: <http://www.nive.hu>

This certificate supplement was prepared on the basis of the instruction for filling in the Certificate Supplement published on the homepages of the National Reference Point and the National Europass Centre.

National Reference Point: National Institute of Vocational Education: <http://www.nive.hu/nrk/>

Head of Examination Organiser:

Issue date: 2010.02.03

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