

## 1. TITLE OF THE CERTIFICATE (HU)

55 3434 01 AGRÁRKERESKEDELMI MENEDZSERASSZISZTENS

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

AGRICULTURAL SALES MANAGER ASSISTANT

(THIS TRANSLATION HAS NO LEGAL STATUS)

## 3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- perform organising, assistant's and administrator's tasks in various economic sectors (agriculture and trade) in the area of distribution, procurement and sales;
- independently organise and manage the purchase and procurement process, as well as the trade and foreign trade process of semi-finished and finished products;
- organise and manage the activity of small and medium-sized enterprises (including bank financing, marketing, sales and financial settlement);
- integrate the process ranging from raw material procurement to the release of the finished product in the corporate and entrepreneurial sphere;
- creatively adapt to the changing market environment, in accordance with the international requirements, including the practice of the European Union.

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

1349 Managers of units performing other functional activities

### (\*) 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/>

©European Communities 2002©



## 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: 60 % Practice: 40 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years

### Entry requirements:

Baccalaureate

### Further information:

#### MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Technology Skills	100 hours
Crop Production	100 hours
Animal Husbandry	100 hours
Horticulture	100 hours
Economics	100 hours
Micro-economics	100 hours
Macro-economics	100 hours
World Economics	100 hours
IT	100 hours
Basic Information Technology Skills	100 hours
Word Processing and Spreadsheet Management	100 hours
Basic Network Studies	100 hours
Marketing	100 hours
Basic marketing studies	100 hours
Marketing Research	100 hours
International Marketing	100 hours
legal studies	100 hours
Basics of Law	100 hours
Economic law	100 hours
Commerce	100 hours
Commercial and Distribution Studies	100 hours
Foreign trade skills	100 hours
Entrepreneurial studies	100 hours
Financial skills	100 hours
Accounting	100 hours
Management Skills	100 hours
Designing	100 hours
Foreign Technical (Business) Language	100 hours
Fundamentals of the European Union	100 hours

#### MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Vocational training	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: 2010.02.04

**SEAL**