

## 1. TITLE OF THE CERTIFICATE (HU)

52 4641 03 SZÁMÍTÁSTECHNIKAI SZOFTVER-ÜZEMELTETŐ

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

INFORMATION TECHNOLOGY SOFTWARE OPERATOR

(THIS TRANSLATION HAS NO LEGAL STATUS)

## 3. PROFILE OF SKILLS AND COMPETENCES

### A typical holder of the certificate is able to:

- reliably and skilfully operate software related to the operative and administrative work of financial units and perform such office type and administrative jobs related to almost any segment of economic and social life (public administration, educational institutions and healthcare institutions, facilities of both industrial and agricultural production, commerce, etc.);
- use custom application software (financial and accounting software, payroll and social security software) relying on relevant user's manuals;
- use applications of text editing, documentation support, spreadsheet management, general purpose database management, presentation and graphics and reporting and business planning software as well as applications of information purpose networks and solutions;
- find information on public networks;
- use electronic mailing services via public networks;
- use at least one general purpose diagnostic program;
- supervise the switch-on procedure of computers and related peripherals;
- make preparations for maintenance, system upgrade and update tasks to be performed by specialists;
- perform daily tasks associated with the operation of computer systems;
- set up work environments for software (log-in, start-up settings);
- perform tasks ensuring secure software operation (archiving applications, back-up copies, etc.);
- specify relevant and most prominent aspects of software procurement;
- determine hardware requirements of the software to be purchased prior to the actual purchase of the software;
- install software;
- operate workstations.

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

3139 Other IT occupations

### (\*) 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.eu.int/htm/>

© European Communities 2002

## 5. OFFICIAL BASIS OF THE CERTIFICATE

	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>In the case of vocational qualifications belonging to the competence of the Ministry of Education (ME), a vocational qualification-related independent professional committee commissioned by the ME</p>																												
<p><b>Level of the certificate (national or international)</b></p> <p><b>Level of vocational qualification according to the National Qualification Register:</b></p> <p>52 qualifications requiring a general certificate of secondary education or the completion of the last year of a secondary school and typically authorising the bearer to perform white-collar activities</p> <p><b>ISCED97 code:</b></p> <p>4CV vocational educational courses and programmes for National Qualification Register vocational qualifications requiring completion of the final year of secondary school or general certificate of secondary education</p>	<p><b>Grading scale / Pass requirements</b></p> <p>Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail</p> <p>Vocational qualification examination after the completion of vocational training</p> <p>Parts of the examination: - Vocational theory - Vocational practice</p> <p>A successful vocational qualification examination requires a pass grade both in vocational theory and practice.</p>																												
<p>Certificate number:</p> <p>Serial number:</p> <p>Certificate issue date:</p> <p>2007.06.20</p>	<p><b>Description of vocational theoretical and practical subjects and their grades according to the five-grade scale</b></p> <p>1. Grades of vocational theoretical examination subjects.</p> <table border="1" data-bbox="815 772 1481 996"> <tr> <td colspan="2">Topics/subjects of written examination</td> </tr> <tr> <td>Introduction to Computer Technology</td> <td style="text-align: center;">5</td> </tr> <tr> <td>General Purpose Applications</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Operating Systems, Utilities</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Local Networks</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Written Examination</td> <td style="text-align: center;">5</td> </tr> </table> <p>Topics/subjects of oral examination</p> <table border="1" data-bbox="815 1019 1481 1153"> <tr> <td>Theoretical Issues Extended With Hands-on Experience of the Student Relating to the Software Used.</td> <td style="text-align: center;">5</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table> <p>Grade of Vocational Theory</p> <table border="1" data-bbox="815 1153 1481 1198"> <tr> <td> </td> <td style="text-align: center;">5</td> </tr> </table> <p>2. Assessment of vocational practical preparedness</p> <p>Subjects of practical examination</p> <table border="1" data-bbox="815 1265 1481 1377"> <tr> <td>Examinees Must Solve a Complex Task Relating to Each of the Areas Detailed Above. Examinees Must Have Appropriate Language Skills Required for Operating the Computer and Communicating With It.</td> <td style="text-align: center;">5</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table> <p>Grade of Vocational Practice</p> <table border="1" data-bbox="815 1433 1481 1473"> <tr> <td> </td> <td style="text-align: center;">5</td> </tr> </table>	Topics/subjects of written examination		Introduction to Computer Technology	5	General Purpose Applications	5	Operating Systems, Utilities	5	Local Networks	5	Grade of Written Examination	5	Theoretical Issues Extended With Hands-on Experience of the Student Relating to the Software Used.	5						5	Examinees Must Solve a Complex Task Relating to Each of the Areas Detailed Above. Examinees Must Have Appropriate Language Skills Required for Operating the Computer and Communicating With It.	5						5
Topics/subjects of written examination																													
Introduction to Computer Technology	5																												
General Purpose Applications	5																												
Operating Systems, Utilities	5																												
Local Networks	5																												
Grade of Written Examination	5																												
Theoretical Issues Extended With Hands-on Experience of the Student Relating to the Software Used.	5																												
	5																												
Examinees Must Solve a Complex Task Relating to Each of the Areas Detailed Above. Examinees Must Have Appropriate Language Skills Required for Operating the Computer and Communicating With It.	5																												
	5																												
<p><b>Access to next level of education/training</b></p> <p>To higher education</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>Act 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, Decree 16/1994 (VII.8.) of the Minister of Cultural and Educational Affairs (MKM) on vocational and examination requirements of Information Technology Software Operator, Central programme approved by the Minister of Education (OM) under approval number 27339/97.</p>																													

## 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		According to OKJ 1000 hours

**Entry requirements:**

Baccalaureate

**Further information:**

**MANDATORY VOCATIONAL THEORETICAL SUBJECTS**

Introduction to Computer Technology, Module A	100 hours
Introduction to Computer Technology, Module B	100 hours
Word Processing	100 hours
Spreadsheet Management	100 hours
Database Management Systems, Module A	100 hours
Presentation and Graphics	100 hours

**MANDATORY VOCATIONAL PRACTICAL SUBJECTS**

Filled in by the exam organiser.

**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:

SEAL

Issue date: 2007.06.20