# **Foglalkozási napló**

a 20\_\_\_ /20\_\_\_. tanévre

**Postai üzleti ügyintéző**

**14. évfolyam**

szakma gyakorlati oktatásához

(OKJ száma: 54 841 09)

## A napló vezetéséért felelős: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A napló megnyitásának dátuma: \_\_\_\_\_\_\_\_\_\_\_

A napló lezárásának dátuma: \_\_\_\_\_\_\_\_\_\_\_

### Tanulók adatai és értékelése

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| **Tanuló neve:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | Szül. hely, idő: | | | | | | | | | | | | | |  | | | | | | | | | |
| Lakcím: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | Telefon: | | | | | | | | | | | | |  | | | | | | | | | |
| Képző intézmény neve: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | Képző intézmény címe: | | | | | | | | | | | | |  | | | | | | | | | |
| Gondviselő neve: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | Telefon: | | | | | | | | | | | | |  | | | | | | | | | |
| Lakcím: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Megjegyzések: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HÓ | | | IX. | | X. | | | XI. | | | | XII. | | | I. | | | Félév | | | | | | | | II. | | | III. | | | | IV. | | | V. | | | VI. | | | VII. | | | VIII | | | Javasolt záró érdemjegy | | | | |
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| **Tanulói mulasztások** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hó  nap | | 1 | 2 | | 3 | | 4 | 5 | | 6 | | 7 | | 8 | 9 | | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | | | 21 | 22 | | 23 | 24 | | 25 | 26 | | 27 | 28 | | | 29 | | 30 | 31 | | Iga-  zolt | Igazo-  latlan | Aláírás |
| IX. | |  |  | |  | |  |  | |  | |  | |  |  | |  |  | |  |  |  |  |  |  |  | |  |  | | |  |  | |  |  | |  |  | |  |  | | |  | |  |  | |  |  |  |
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| XII. | |  |  | |  | |  |  | |  | |  | |  |  | |  |  | |  |  |  |  |  |  |  | |  |  | | |  |  | |  |  | |  |  | |  |  | | |  | |  |  | |  |  |  |
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| VII. | |  |  | |  | |  |  | |  | |  | |  |  | |  |  | |  |  |  |  |  |  |  | |  |  | | |  |  | |  |  | |  |  | |  |  | | |  | |  |  | |  |  |  |
| VIII. | |  |  | |  | |  |  | |  | |  | |  |  | |  |  | |  |  |  |  |  |  |  | |  |  | | |  |  | |  |  | |  |  | |  |  | | |  | |  |  | |  |  |  |

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| **Tanuló neve:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | Szül. hely, idő: | | | | | | | | | | | | | |  | | | | | | | | | |
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| Megjegyzések: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Tanulói mulasztások** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hó  nap | | 1 | 2 | | 3 | | 4 | 5 | | 6 | | 7 | | 8 | 9 | | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | | | 21 | 22 | | 23 | 24 | | 25 | 26 | | 27 | 28 | | | 29 | | 30 | 31 | | Iga-  zolt | Igazo-  latlan | Aláírás |
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| Képző intézmény neve: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | Képző intézmény címe: | | | | | | | | | | | | |  | | | | | | | | | |
| Gondviselő neve: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | Telefon: | | | | | | | | | | | | |  | | | | | | | | | |
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| Megjegyzések: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HÓ | | | IX. | | X. | | | XI. | | | | XII. | | | I. | | | Félév | | | | | | | | II. | | | III. | | | | IV. | | | V. | | | VI. | | | VII. | | | VIII | | | Javasolt záró érdemjegy | | | | |
| JEGY | | |  | |  | | |  | | | |  | | |  | | |  | | | | | | | |  | | |  | | | |  | | |  | | |  | | |  | | |  | | |  | | | | |
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| **Tanulói mulasztások** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hó  nap | | 1 | 2 | | 3 | | 4 | 5 | | 6 | | 7 | | 8 | 9 | | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | | | 21 | 22 | | 23 | 24 | | 25 | 26 | | 27 | 28 | | | 29 | | 30 | 31 | | Iga-  zolt | Igazo-  latlan | Aláírás |
| IX. | |  |  | |  | |  |  | |  | |  | |  |  | |  |  | |  |  |  |  |  |  |  | |  |  | | |  |  | |  |  | |  |  | |  |  | | |  | |  |  | |  |  |  |
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| VII. | |  |  | |  | |  |  | |  | |  | |  |  | |  |  | |  |  |  |  |  |  |  | |  |  | | |  |  | |  |  | |  |  | |  |  | | |  | |  |  | |  |  |  |
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| Képző intézmény neve: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | Képző intézmény címe: | | | | | | | | | | | | |  | | | | | | | | | |
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| Megjegyzések: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HÓ | | | IX. | | X. | | | XI. | | | | XII. | | | I. | | | Félév | | | | | | | | II. | | | III. | | | | IV. | | | V. | | | VI. | | | VII. | | | VIII | | | Javasolt záró érdemjegy | | | | |
| JEGY | | |  | |  | | |  | | | |  | | |  | | |  | | | | | | | |  | | |  | | | |  | | |  | | |  | | |  | | |  | | |  | | | | |
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| **Tanulói mulasztások** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hó  nap | | 1 | 2 | | 3 | | 4 | 5 | | 6 | | 7 | | 8 | 9 | | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | | | 21 | 22 | | 23 | 24 | | 25 | 26 | | 27 | 28 | | | 29 | | 30 | 31 | | Iga-  zolt | Igazo-  latlan | Aláírás |
| IX. | |  |  | |  | |  |  | |  | |  | |  |  | |  |  | |  |  |  |  |  |  |  | |  |  | | |  |  | |  |  | |  |  | |  |  | | |  | |  |  | |  |  |  |
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### HALADÁSI NAPLÓ

| **Foglalkozás** | | | **Modul/Tantárgy megnevezése, tartalma** | **Jelen van (fő)** | **Hiány-**  **zik**  **(fő)** | | **Aláírás** | |
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| **Hét** | **Dátum** | **Óra** |
|  | | **280** | **10845-06**  **Postai ügyintézés** |  | | | | |
|  | | 280 | Postai-szolgáltatói gyakorlat |  | | | | |
|  | | 116 | Küldeményforgalmi gyakorlat |  | | | | |
|  |  | 8 | Küldeményfelvétel technológiai folyamata.  Kezelési okiratok, bélyegzők használata. |  | |  | |  |
|  |  | 8 | Díjlerovási módok – postabélyeg, nemzetközi válaszdíjszelvény.  Feladási módok – levélszekrény útján, postahelyen. |  | |  | |  |
|  |  | 8 | Tömeges felvétel folyamata. |  | |  | |  |
|  |  | 8 | Könyvelt küldemények felvétele – levélküldemények, csomagok. |  | |  | |  |
|  |  | 8 | Nemzetközi küldemények felvétele.  Számla- és nyugtaadása. |  | |  | |  |
|  |  | 8 | Küldemények átadás-átvételi folyamata. |  | |  | |  |
|  |  | 8 | Érkezett postai küldemények kezelése, átvétele, átadása kézbesítésre. |  | |  | |  |
|  |  | 8 | A küldeménykézbesítés technológiai folyamata. |  | |  | |  |
|  |  | 8 | Szolgáltató helyen történő kézbesítés. |  | |  | |  |
|  |  | 8 | Közvetett kézbesítés folyamata.  Kézbesíthetetlen postai küldemények kezelése. |  | |  | |  |
|  |  | 8 | Kézbesített küldemény visszavétele, kezelése. |  | |  | |  |
|  |  | 8 | Árukezelés folyamata.  Bélyeg, filatélia termékek árusítása. |  | |  | |  |
|  |  | 8 | Személyes bélyeg eladása.  Sorsjegyek árusítása. |  | |  | |  |
|  |  | 8 | Pénzügyi értékcikk értékesítése.  Távirat szolgáltatás ellátása. |  | |  | |  |
|  |  | 4 | Hírlapkezelés gyakorlata, hírlap előfizetés kezelése és hírlapárusítás. |  | |  | |  |
|  | | 116 | Pénzforgalmi gyakorlat |  | | | | |
|  |  | 4 | Belföldi postautalvány kezelési folyamata. |  | |  | |  |
|  |  | 8 | Készpénzátutalási megbízás felvételi folyamata. |  | |  | |  |
|  |  | 8 | Postai számlabefizetési megbízás kezelése. |  | |  | |  |
|  |  | 8 | POS terminál kezelése. |  | |  | |  |
|  |  | 8 | Készpénzbefizetés bankkártyával. |  | |  | |  |
|  |  | 8 | Készpénzfelvétel bankkártyával. |  | |  | |  |
|  |  | 8 | Kifizetési utalvány kifizetése, elszámolása. |  | |  | |  |
|  |  | 8 | Lakossági és vállalkozói bankszámlák kezelése, kapcsolódó szolgáltatások igénylési folyamata. |  | |  | |  |
|  |  | 8 | Betétek, értékpapírok, állampapírok, befektetési jegyek és kötvények kezelése a gyakorlatban. |  | |  | |  |
|  |  | 8 | Személyi kölcsön és hitelkártya kezelés folyamata. |  | |  | |  |
|  |  | 8 | Biztosítások kezelése a gyakorlatban. |  | |  | |  |
|  |  | 8 | Lakás-előtakarékossági számla értékesítése. |  | |  | |  |
|  |  | 8 | Lakás-előtakarékossági számla értékesítése. |  | |  | |  |
|  |  | 8 | Nemzetközi postautalvány felvételi és kifizetési folyamata. |  | |  | |  |
|  |  | 8 | Western Union szolgáltatás és Nemzetközi gyorsutalvány kezelése a gyakorlatban. |  | |  | |  |
|  | | 48 | Elszámolási gyakorlat |  | | | | |
|  |  | 8 | Leszámoláshoz kapcsolódó okiratok használata.  Leszámolások összesítése.  Az eltérések kezelése (hiány/többlet). |  | |  | |  |
|  |  | 8 | Felvételi tevékenységgel összefüggő el/leszámolási feladatok.  Leszámolás a felvett küldeményekről, beszedett bérmentesítési díjakról.  Leszámolás a felvett pénzforgalmi bizonylatokról, kezelt pénzről. |  | |  | |  |
|  |  | 8 | Kézbesítési tevékenységgel összefüggő el/leszámolási feladatok.  Leszámolás a kézbesített küldeményekről.  Leszámolás a nem kézbesített küldeményekkel. |  | |  | |  |
|  |  | 8 | Leszámolás a kézbesítéskor beszedett díjakkal.  Nem kézbesített küldemények további kezelése.  Pénzek őrzése – tovább adása más személy részére. |  | |  | |  |
|  |  | 8 | Leltár.  Szolgáltató hely napi zárásával/összesítésével kapcsolatos teendők.  Ügyfélszolgálati munkahelyek napi összesítésének készítése. |  | |  | |  |
|  |  | 8 | Szolgáltató hely napi összesítésének készítése.  Beszolgáltatás-ellátmány kezelése.  Szolgáltató hely havi zárásával/összesítésével kapcsolatok teendők. |  | |  | |  |