

1. TITLE OF THE CERTIFICATE AND OF THE EDUCATION PROGRAMME (SL) ⁽¹⁾

**Spričevalo o poklicni maturi po izobraževalnem programu:
GASTRONAMIJA IN TURIZEM**
(ID: 862911)

⁽¹⁾ In native language.

2. TRANSLATED TITLE OF THE CERTIFICATE AND OF THE EDUCATION PROGRAMME (EN) ⁽¹⁾

**School-leaving certificate:
GASTRONOMY AND TOURISM**

⁽¹⁾ This translation has no legal status.

3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- adapt a catering and tourist offer to different target groups;
- undertake preparation procedures and serve meals;
- perform catering and hotel activities in compliance with regulations and develop a property,
- communicate in the business context in Slovenian and two foreign languages;
- use contemporary ICT tools;
- present and communicate information on Slovenia's natural and cultural heritage;
- draw up, design and prepare menus, menu lists, wine lists and beverage price lists;
- provide and sell catering facility services.

Optional:

- prepare dishes from all types of food and ensure they are included in menus for regular meals.
- plan, organise and provide for regular and special meals;
- prepare typical Slovenian national dishes, other nation's dishes, various forms of alternative nutrition dishes and basic diets.
- perform preparatory and finishing catering activities and prepare an offer in writing;
- serve dishes, meals, beverages and drinks in different ways and in different types of catering facilities.
- plan, organise and serve complex and extraordinary special meals in catering facilities and outside their premises;
- include and prepare dishes and mixed beverages by way of a catering offer before a guest and recommend beverages to complement dishes and menus.
- conduct tasks linked to accompanying tourist guiding services and information.
- sell tourist products, plan package programmes, search information, carry out booking and payment procedures.
- search, evaluate data and submit information on tourist programmes in a host of foreign languages.
- provide reception services, communicate information and liaise work between departments.
- prepare menus for diets in cooperation with a diet expert;
- select permitted food and appropriate technology procedures, prepare dishes and drinks for different diet and service.
- take an order, elaborate an offer, organize, manage and conduct catering.
- make different food decorations and control the quality of raw materials and products by employing different methods.
- prepare typical dishes in a traditional and contemporary fashion by providing for proper service.
- organize, evaluate and carry out complex, attractive and special animation categories.
- compile flat-rate programmes for interesting destinations for the market by including accompanying documents and by calculating performance and by reporting on the success of the programme.
- organize, manage and control supplementary activities in a hotel.
- promote, coordinate and network individual tourist entities within a tourist destination.
- prepare national, complex restaurant confectionery wares and confectionery wares from different cuisines.
- include and prepare dishes and mixed beverages by way of a catering offer in front of guest.

In addition, the holder of the certificate also upgraded his/her key professional skills and competences with key general knowledge and skills in line with national standards.

^(*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: 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 available at: <http://europass.cedefop.eu.int> © European Communities 2002

4. RANGE OF OCCUPATIONS ACCESSIBLE TO HOLDER OF THE CERTIFICATE

The holder of the certificate can find employment at accommodation facilities (hotels, motels, boarding houses, hostels, mountain huts and cabins, tourist farms); food facilities (restaurants, inns, cafes, amusement facilities, food preparation and delivery facilities, mobile catering facilities -train, ship, airplane, facilities offering large quantities of meals -hospitals, schools) namely training participants with elective catering modules; organisers of tourist travels, tourist agents (tourist agencies, travel clubs, tourist offices) and tourist information offices namely training participants with elective catering modules.

⁽¹⁾ Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: 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 available at: <http://europass.cedefop.eu.int> © European Communities 2002

5. OFFICIAL BASIS OF THE CERTIFICATE	
<p>Name and status of the body awarding the certificate</p> <p>The institution is accredited with the Ministry of Education, Science and Sport.</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Ministry of Education, Science and Sport Masarykova 16 SI-1000 Ljubljana www.mizs.gov.si</p>
<p>Level of the certificate (national or international)</p> <p>Upper Secondary Technical Education Slovenian Qualification Framework: SOK 5 European Qualification Framework: EQF 4 ISCED 2011: 354</p>	<p>Grading scale</p> <p>5 – excellent 4 – very good 3 – good 2 – sufficient</p>
<p>Access to next level of education/training</p> <p>Education programme completed with the Vocational Matura exam enables enrolment to higher vocational and professional study programmes. Passing an additional General Matura exam is required to enrol to one of the university study programmes, which allow this possibility.</p>	<p>International agreements</p> <p>The Republic of Slovenia has concluded agreements on the recognition of education with individual countries. The relevant information is available at ENIC/NARIC - the National Academic Recognition Information Centre.</p>
<p>Legal basis</p> <p>Organisation and Financing of Education Act Vocational and Technical Education Act</p>	
6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE	
Time of the education	1 year
Number of credits ¹	60 credits
Professional education	41 credits
Practical education at the employer	10 credits
Open curriculum ²	5 credits
Vocational matura	4 credits
<p>Entry requirements</p> <p>An applicant wishing to enrol in the educational programme has to meet the following criteria: successful completion of the fourth form of the grammar school or of the final year of a secondary professional education programme.</p>	
<p>Additional information</p> <ul style="list-style-type: none"> – Ministry of Education, Science and Sport (www.mizs.gov.si): Education programme and description of education and schooling in Slovenia – National Reference Point for Vocational Qualifications - NRP (www.nrpslo.org) – National Europass Centre (www.europass.si) 	

¹ One credit equals 25 hours of candidate's work.

² Goals of the open curriculum are defined by schools in cooperation with companies on a local/regional level.

7. A DETAILED DESCRIPTION OF EDUCATION

PROFESSIONAL EDUCATION:

Mandatory Modules (18 credits)

1. Catering and tourism basics (8 credits)
2. Entrepreneurship (3 credits)
3. Professional communication in foreign languages (4 credits)
4. Culinary art and interesting tourism facts in Slovenia and abroad (3 credits)

Optional Modules (23 credits)

5. Regular meals (6 credits)
6. Special meals (6 credits)
7. Offering regular meals (4 credits)
8. Offering special meals (4 credits)
9. Accompanying and guiding services in tourism (6 credits)
10. Tourist products sale (4 credits)
11. Tourist information (6 credits)
12. Hotel and reception services (4 credits)
13. Preparation of diet dishes (3 credits)
14. Catering (3 credits)
15. Aesthetics and sensorics (3 credits)
16. Culinary art and vines in Slovenia and the world (3 credits)
17. Guest animation (4 credits)
18. Organization of tourist services (4 credits)
19. Supplementary hotel activities (3 credits)
20. Tourist destination management (3 credits)
21. Restaurant confectionery (3 credits)
22. Preparing dishes in front of guest and mixing beverages (3 credits)

OPEN CURRICULUM (5 credits):

The open curriculum is determined by the school in cooperation with companies on the local level.

PRACTICAL EDUCATION:

1. Practical training in school
2. Practical training through work placement

VOCATIONAL MATURA:

Mandatory part:

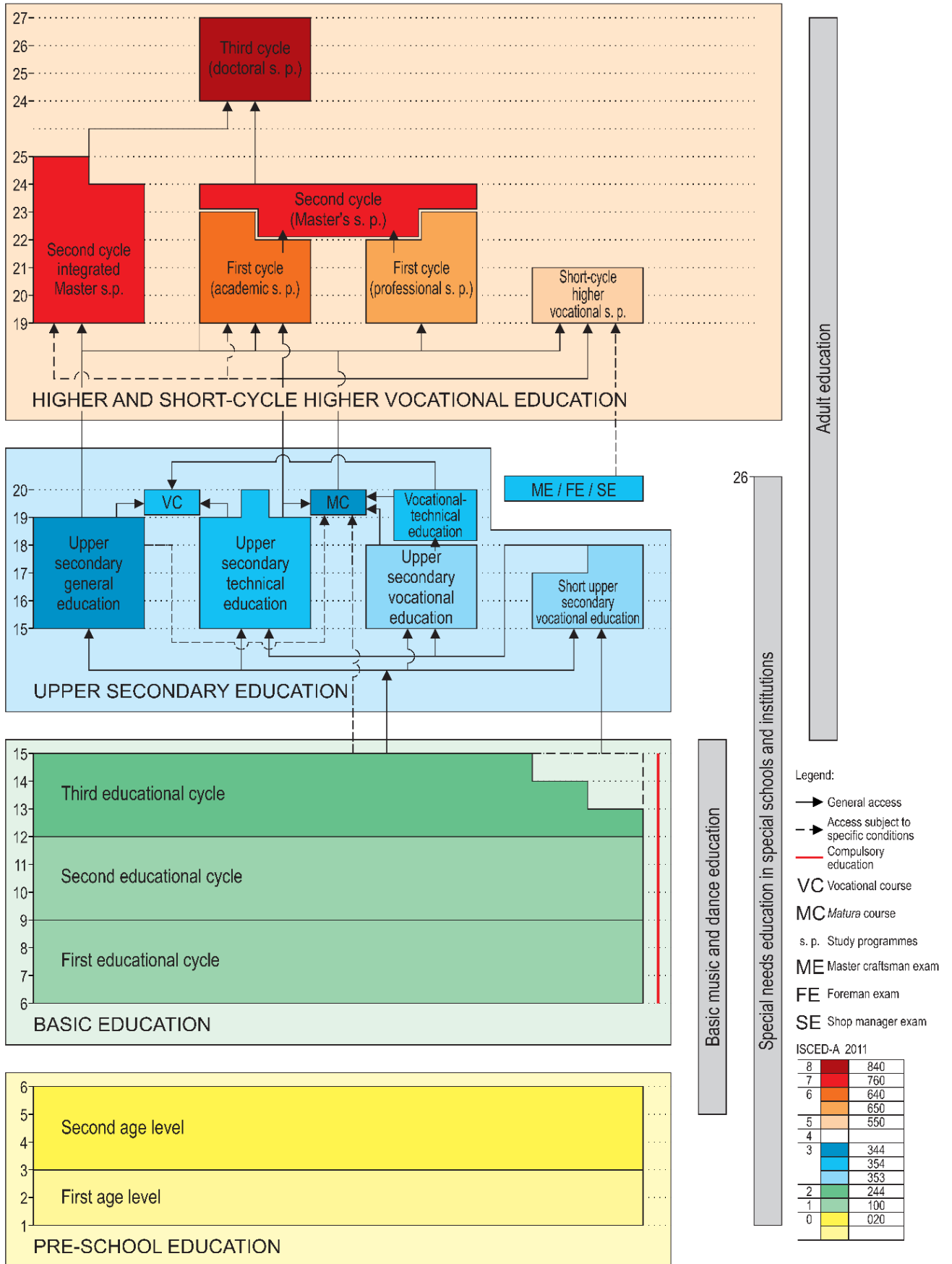
- written and oral exam of Slovenian language,
- written and oral exam in Gastronomy and Tourism with entrepreneurship.

Optional part:

- written and oral exam in a Foreign language or Mathematics,
- presenting and defending a project or service (4 credits):

OTHER NOTES:

STRUCTURE OF THE EDUCATION SYSTEM IN THE REPUBLIC OF SLOVENIA



From school/academic year 2016/2017