

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

Spričevalo o zaključnem izpitu po izobraževalnem programu:

POMOŽNI ADMINISTRATOR

Izobraževalni program z enakovrednim izobrazbenim standardom, prilagojen za gibalno ovirane dijake

(ID: 287007)

⁽¹⁾ In native language.

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

School-leaving certificate:

AUXILIARY ADMINISTRATOR

An educational programme with equal educational standards, adapted for physically disabled students

⁽¹⁾ This translation has no legal status.

3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- use modern IT and office technology at basic level;
- write texts by following templates or by dictation by way of blind typing with ten fingers;
- manage resources, archive materials and data subject to data protection;
- develop positive and responsible attitude towards work, profession and associates;
- act in line with society laws and rules of modern rule of law;
- make presentations by employing software and communicate via electronic media;
- write invitations, decisions, notes and complete forms from labour, administrative and other legal fields.

Optional:

- fill out forms and other documentation as well as keep appropriate records.
- work in a team and cooperate as well as act in accordance with social laws and rules of modern rule of law.
- use knowledge and skills in new situations.

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.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO HOLDER OF THE CERTIFICATE

The holder of the certificate can find employment at:

sheltered workshops, societies, public administration, insurance companies, companies and private sector (secretariat, HR department, archives, sales department) to perform simpler administrative tasks.

⁽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>

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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>Short Upper Secondary Vocational Education Slovenian Qualification Framework: SOK 3 European Qualification Framework: EQF 3 ISCED 2011: 353</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>A successfully completed education programme within the short-term vocational education enables entrance into education programmes of secondary vocational or specialist education.</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	3 years
Number of credits ¹	120 credits
General education	34 credits
Professional education	50 credits
Practical education at the employer	6 credits
Extracurricular activities	4 credits
Open curriculum ²	24 credits
Final examination	2 credits
<p>Entry requirement:</p> <p>The programme can be attended by anyone who has: completed at least the seventh grade of the 9-year primary school or the sixth grade of the 8-year primary school and has thus finished the mandatory primary school education, or completed primary school education through an adapted educational programme and a lower education standard and is in possession of a corresponding orientation decision.</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

GENERAL EDUCATION:

1. Slovene (8 credits)
2. Mathematics (9 credits)
3. Social sciences and Natural sciences (12 credits)
4. Physical education (5 credits)

PROFESSIONAL EDUCATION:

Mandatory Modules (30 credits)

1. Office work and use of ICT (16 credits)
2. Typing and text processing (14 credits)

Optional Modules (20 credits)

3. Administrative operations (10 credits)
4. Business etiquette (10 credits)
5. Business environment (10 credits)

OPEN CURRICULUM (24 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 at the employer

EXTRACURRICULAR ACTIVITIES (4 credits):

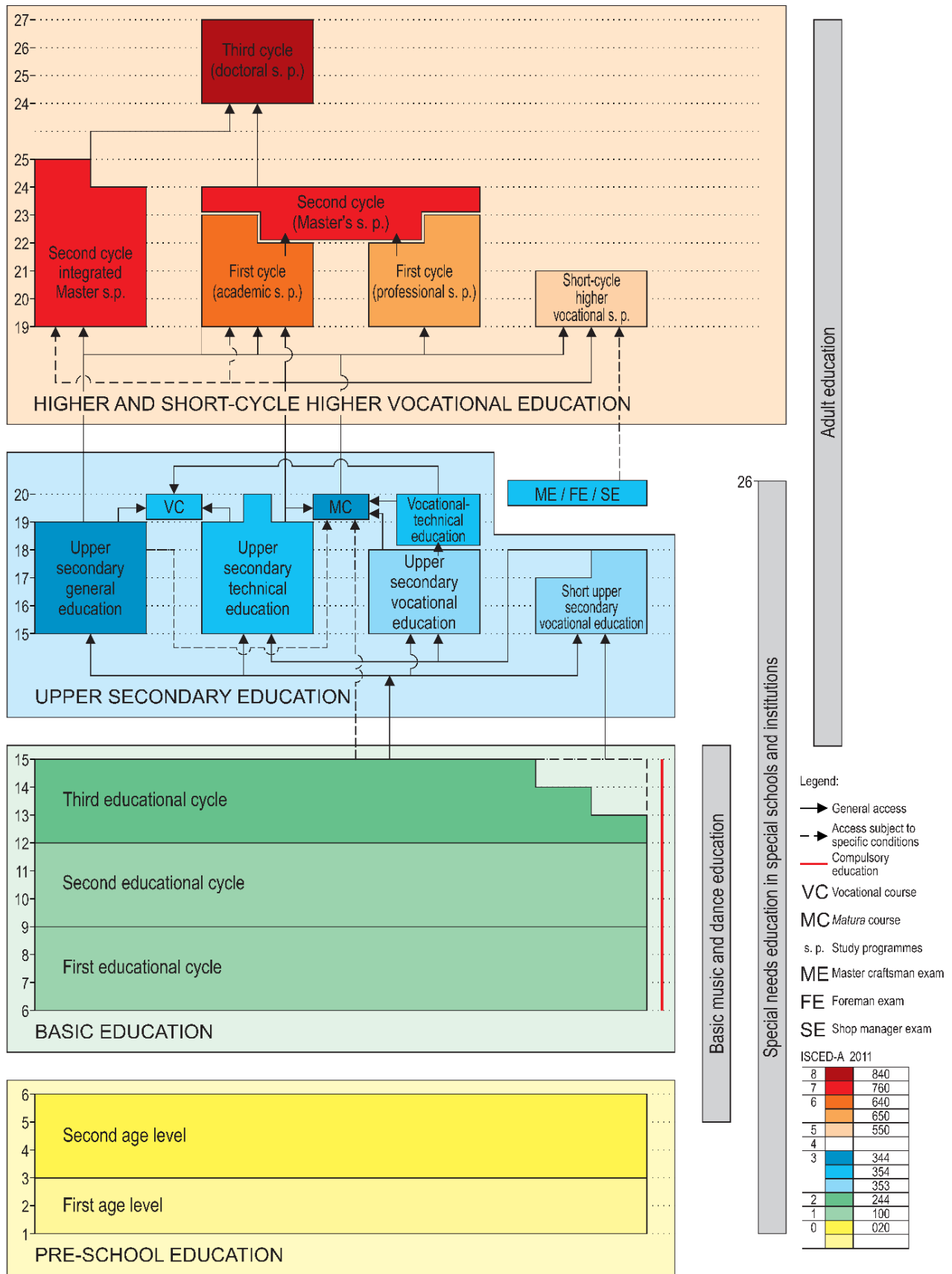
Extracurricular activities involve compulsory activities, programme-related content and electives.

FINAL EXAMINATION:

Presenting and defending a project or service (2 credits):

OTHER NOTES:

STRUCTURE OF THE EDUCATION SYSTEM IN THE REPUBLIC OF SLOVENIA



From school/academic year 2016/2017