

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

Spričevalo o zaključnem izpitu po izobraževalnem programu:

ADMINISTRATOR

(ID:591367)

⁽¹⁾ In original language.

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

School-leaving certificate:

ADMINISTRATOR

⁽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;
- elaborate texts in line with templates or write from dictation by using ten-finger blind typing;
- employ administrative procedures when working with clients by way of modern means of communication via the electronic media;
- economically organise and independently perform administrative, secretarial and clerical work in different areas, notably labour relations and bookkeeping;
- manage resources, archive materials and data requiring data protection;
- independently complete forms and other documents as well as keep appropriate records;
- develop positive and responsible attitude to work, profession and co-workers;
- act in compliance with social laws and rules applied by modern states governed by the rule of law.

Optional:

- make presentations by employing software and communicate via the electronic media.
- carry out administrative works from tenders to conclusion of an employment contract, organize and prepare meetings and business trips.
- design simple websites and conduct market communication with buyers.
- compile accountancy records, keep books and accounts as well as statistically process data.
- write invitations, decisions, notices, and complete forms in labour, administrative and other legal areas.

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:

public administration, banks, insurance companies, companies and private sector (secretariat, HR, accounting, archives, sales).

^(*) 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>Upper Secondary Vocational Education Slovenian Qualification Framework: SOK 4 European Qualification Framework: EQF 4 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 secondary vocational education enables entrance into corresponding education programmes of vocational-technical education. After a certain number of years of work experience, it also enables one to pass a suitable master craftsman or foreman or shop manager exam.</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	180 credits
General education	54 credits
Professional education	53 credits
Practical education at the employer ²	36 credits
Extracurricular activities	6 credits
Open curriculum ³	29 credits
Final examination	2 credits
<p>Entry requirements</p> <p>The programme can be attended by anyone who has completed the programme of primary education or lower vocational education or equivalent education in line with previous regulations.</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 The individual learning contract increases the scope of workplace-based education with the employer up to 53 weeks.

³ Goals of the open curriculum are defined by schools in cooperation with companies on a local/regional level.

7. MORE DETAILED DESCRIPTION OF EDUCATION

GENERAL EDUCATION:

1. Slovene (12 credits)
2. Mathematics (12 credits)
3. Foreign language (9 credits)
4. Art (2 credits)
5. Natural sciences (6 credits)
6. Social sciences (6 credits)
7. Physical education (7 credits)

PROFESSIONAL EDUCATION:

Mandatory Modules (39 credits)

1. Economy basics (5 credits)
2. Administrative operations (11 credits)
3. ICT and typing (12 credits)
4. Administrative procedure (11 credits)

Optional Modules (14 credits)

5. Communication (7 credits)
6. Secretarial tasks (7 credits)
7. Marketing in a modern company (7 credits)
8. Data collection and processing (7 credits)
9. Law (7 credits)

OPEN CURRICULUM (29 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 (6 credits):

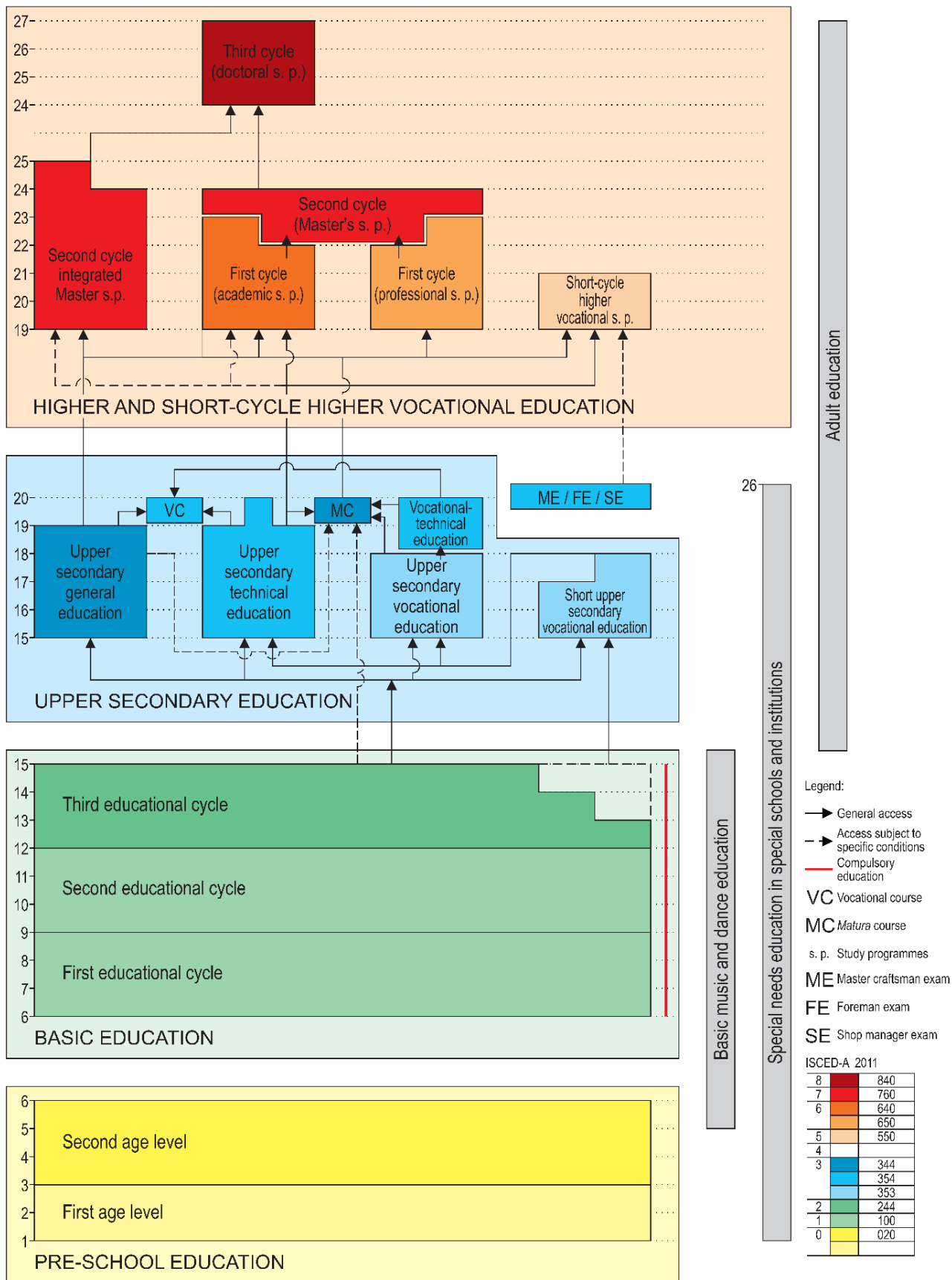
Extracurricular activities involve compulsory activities, programme-related content and electives.

FINAL EXAMINATION:

- written and oral examination of Slovenian language,
- 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