

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

Spričevalo o zaključnem izpitu po izobraževalnem programu:

NATAKAR

(ID: 861336)

⁽¹⁾ In original language.

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

School- leaving certificate:

WAITER

(ID: 861336)

⁽¹⁾ This translation has no legal status.

3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- arrange premises and tables for different events;
- suggest an item on the menu and take orders;
- serve guests in different ways and on various occasions;
- independently run business at the bar;
- prepare and serve simple cocktail drinks;
- store drinks and keep records;
- prepare simple dishes and snacks, and perform basic work in the kitchen;
- show good manners;
- provide hygiene and professional counselling linked to catering services;
- charge guests for the services and keep records;
- record reservations, damage, lost and found objects;
- speak and write grammatically correct and use the appropriate terminology in his/her mother tongue and in two foreign languages;
- behave morally and ethically in accordance with human rights and ethical rules in the catering profession;
- protect and preserve one's own health and the health of others by providing for the safe work environment;
- protect and conserve the environment.

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:

- hotels, motorway motels, boarding houses, mountain huts, vacation huts and other huts, farm tourism establishments, hunting lodges;
- restaurants, pubs, coffeehouses, bars, snack bars, confectioneries;
- temporary and movable catering establishments and transport means (train, ship..);
- other posts involving meal offering and serving.

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	
Name and status of the body awarding the certificate The institution is accredited with the Ministry of Education and Sport.	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of Education and Sport Masarykova 16 SI-1000 Ljubljana http://www.mss.gov.si/
Level of the certificate (national or international) Secondary vocational education European classification ISCED 3 National classification ¹ * KLASIUS-SRV: 14001 KLAIUS-P: 8113	Grading scale 5 – excellent 4 – very good 3 – good 2 – sufficient
Access to next level of education/training 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.	International agreements 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.
Legal basis - Organisation and Financing of Education Act (Uradni list RS, no. 16/07 and 36/08) - Vocational and Technical Education Act (Uradni list RS, no. 79/06)	
6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE	
Time of the education	3 years
Number of hours	3762 hours
General education	985 hours
Professional education	1099 hours
Practical education at the employer ²	912 hours
Extracurricular activities	160 hours
Open curriculum ³	606 hours
Final examination	
Entry requirements Applicants have to successfully complete a primary school or lower vocational school programme or its equivalent in accordance with previous regulations.	
Additional information <ul style="list-style-type: none"> - Ministry of Education and Sport (http://www.mss.gov.si/): Education programme and description of education and schooling in Slovenia - National Reference Point for Vocational Qualifications - NRP (http://www.nrpslo.org) - National Europass Centre (www.europass.si) 	

¹ Classification system in education and training – KLASIUS (Official Journal of the Republic of Slovenia, No. 46/06) comprises two sub-systems: Classification of activity types/education and training results (KLASIUS-SRV) and Classification of activity areas/education and training results (KLASIUS-P).

² The individual learning contract increases the scope of workplace-based education with the employer up to 53 weeks (2014 hours).

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 (213 hours)
2. Mathematics (213 hours)
3. Foreign language (164 hours)
4. Art (33 hours)
5. Natural sciences (66 hours)
6. Social sciences (132 hours)
7. Physical education (164 hours)

PROFESSIONAL EDUCATION:

1. Common catering basics (262 hours)
2. Work methods of serving to guests (295 hours)
3. Work in the bar and serving drinks (197 hours)
4. Communication with guests and business operations (132 hours)
5. Serving regular and extraordinary meals (213 hours)

OPEN CURRICULUM (606 hours):

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 (160 hours):

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

FINAL EXAMINATION:

- written and oral examination in Slovene
- presenting and defending a service

OTHER NOTES:

The Structure for the Education System in Slovenia 2010/11

