

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

Spričevalo o zaključnem izpitu po izobraževalnem programu:

RAČUNALNIKAR

(ID: 859502)

⁽¹⁾ In original language.

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

School- leaving certificate:

COMPUTER OPERATOR

(ID: 859502)

⁽¹⁾ This translation has no legal status.

3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- use standard office software, record system and user messages, and organise the servicing of system and applied software;
- prepare automatic file archiving for external users;
- set up the system, install standard and system software and safely terminate work in the computer system;
- set up, test and update system software and operation system, and administer operation system;
- provide for workstation and user data security;
- install hardware and perform its basic maintenance, choose components and integrate them into computers;
- monitor the operation and rectify minor errors on networks, hardware and software;
- archive and protect databases;
- design forms and reports.

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:

- work units with computers or other computer peripheral devices;
- work units with computer networks and other computer systems;
- other posts using ICT.

⁽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	
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: 5236	Grading scale / Pass requirements 5 – excellent 4 – very good 3 – good 2 – sufficient (lowest passing grade) NMS – failed to meet minimum standards
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	3696 hours
General education	1051 hours
Professional education	1099 hours
Practical education at the employer ²	912 hours
Extracurricular activities	160 hours
Open curriculum ³	474 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 (132 hours)
6. Social sciences (132 hours)
7. Physical education (164 hours)

PROFESSIONAL EDUCATION:

1. Computer system architecture (161 hours)
2. System and applied software (469 hours)
3. Technical communication (126 hours)
4. Database (217 hours)
5. Networks and network services (126 hours)

OPEN CURRICULUM (474 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 project or service

OTHER NOTES:

The Structure for the Education System in Slovenia 2010/11

