EUROPASS CERTIFICATE SUPPLEMENT (*)

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

Spričevalo o zaključnem izpitu po izobraževalnem programu:
RAČUNALNIKAR
(ID: 785946)

(1) In original language.

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

School- leaving certificate:
COMPUTER OPERATOR
(ID: 785946)

(1) This translation has no legal status.

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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.

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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.

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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 KLAISUS-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	1215 hours
Professional education	1099 hours
Practical education at the employer[2]	912 hours
Extracurricular activities	160 hours
Open curriculum[3]	310 hours
Final examination	

Entry requirements
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.

Additional information
- 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)

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[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.   Italian (164)
3.   Mathematics (213 hours)
4.   Foreign language (164 hours)
5.   Art (33 hours)
6.   Natural sciences (132 hours)
7.   Social sciences (132 hours)
8.   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 (310 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

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

Age | ... | Age

Post-graduate education (pre-reform)

doctor of science

magister of science ⇔ spe-cialisation

Higher education (post-reform)

3rd cycle doctor of science (180 CP)

2nd cycle (Master) (60-120 CP)

1st cycle professional (180-240 CP) ⇔ 1st cycle academic (180-240 CP)

RP

Higher education (pre-reform)

academic higher education ⇔ professionally oriented higher education ⇔ higher vocational education (120 CP)

Higher vocational education

General matura | Vocational matura+ME | Vocational matura | Master craftsman/Foreman/Shop manager exam

MC

VC

VTE | Final exam | Final exam

Upper secondary education

general secondary education ⇔ technical secondary education ⇔ vocational secondary education ⇔ short-cycle vocational

Basic education

third cycle

second cycle

first cycle

CE

Pre-school education

second age group

first age group

Legend: CE - compulsory education   RP - study programmes according to EU directives (regulated professions)   CP - credit points
→ general access   ◁ access under certain conditions   VTE - vocational-technical education   VC - vocational course
↔ transfer   MC - matura course   ME - additional exam in one *matura* subject