

## 1. TITLE OF THE CERTIFICATE AND OF THE EDUCATION PROGRAMME (SL) <sup>(1)</sup>

**Spričevalo o zaključnem izpitu po izobraževalnem programu:**

**RAČUNALNIKAR**

(ID:830004)

<sup>(1)</sup> In original language.

## 2. TRANSLATED TITLE OF THE CERTIFICATE AND OF THE EDUCATION PROGRAMME (EN) <sup>(1)</sup>

**School- leaving certificate:**

**COMPUTER OPERATOR**

(ID:830004)

<sup>(1)</sup> This translation has no legal status.

## 3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- employ computer software for design, preparation and archiving of basic documents and documentation in line with requisite instructions;
- perform basic maintenance works of electrical and communication installations;
- set up and check the functioning of operation systems and peripheral devices;
- set up, test and update standard software in line with instructions;
- archive and protect databases;

Optional:

- monitor functioning, perform up-to-date maintenance of computer components and peripheral devices, remedy minor errors and organise the rectification of serious errors from external contractors;
- manage AV, projection and videoconference appliances;
- record, code and save sound, image and video in digital format;
- manage and conduct control by way of programmable devices;
- plane and elaborate simple programmes;
- use well-known solutions for new cases;
- connect computer systems into local networks and world-wide web, create user accounts and assign user rights;
- provide safety of local computer networks.

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:

- set up and maintenance of standard software;
- production, assembly, repair, maintenance and sales of computer components;
- management of AV devices and control with programmable devices (applicants opting for the hardware module);
- set up and maintenance of network services as well as advising users on software use (applicants opting for the software module).

### <sup>(1)</sup> 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	
<b>Name and status of the body awarding the certificate</b>  The institution is accredited with the Ministry of Education and Sport.	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>  Ministry of Education and Sport Masarykova 16 SI-1000 Ljubljana <a href="http://www.mss.gov.si/">http://www.mss.gov.si/</a>
<b>Level of the certificate (national or international)</b>  Secondary vocational education European classification ISCED 3 National classification <sup>1</sup> KLASIUS-SRV: 14001 KLAIUS-P: 5236	<b>Grading scale</b>  5 – excellent 4 – very good 3 – good 2 – sufficient
<b>Access to next level of education/training</b>  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.	<b>International agreements</b>  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.
<b>Legal basis</b>  - 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 credits <sup>2</sup>	180 credits
General education	54 credits
Professional education	52 credits
Practical education at the employer <sup>3</sup>	36 credits
Extracurricular activities	6 credits
Open curriculum <sup>4</sup>	30 credits
Final examination	2 credits
<b>Entry requirements</b> 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.	
<b>Additional information</b> <ul style="list-style-type: none"> <li>- Ministry of Education and Sport (<a href="http://www.mss.gov.si/">http://www.mss.gov.si/</a>): Education programme and description of education and schooling in Slovenia</li> <li>- National Reference Point for Vocational Qualifications - NRP (<a href="http://www.nrpslo.org">http://www.nrpslo.org</a>)</li> <li>- National Europass Centre (<a href="http://www.europass.si">www.europass.si</a>)</li> </ul>	

<sup>1</sup> 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).

<sup>2</sup> One credit equals 25 hours of candidate's work

<sup>3</sup> The individual learning contract increases the scope of workplace-based education with the employer up to 53 weeks.

<sup>4</sup> 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 Models in Specialist Education (43 credits)

1. Informatics with technical communication (6 credits)
2. User software management (5 credits)
3. IT equipment maintenance (10 credits)
4. Making of electrical and communication installations (6 credits)
5. Programming of devices (8 credits)
6. Database maintenance and set up (8 credits)

#### Optional Models in Specialist Education (9 credits)

7. Advanced hardware maintenance (9 credits)
8. Advanced software maintenance (9 credits)

### OPEN CURRICULUM (30 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

### EXTRACURRICULAR ACTIVITIES (6 credits):

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 (2 credits)

### OTHER NOTES:

## The Structure for the Education System in Slovenia 2010/11

