

Name and Head Office of the School Awarding the Certificate:

CERTIFICATE SUPPLEMENT

FINAL EXAMINATION

(Surname and first name)

(Date and place of birth)

Certificate No.:

Signature of the competent person:

Place and date of issue:

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

**Spričevalo o zaključnem izpitu po izobraževalnem programu:
POMOČNIK V BIOTEHNIKI IN OSKRBI**

(ID: 646387)

⁽¹⁾ In native language.

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

**School-leaving certificate:
BIOTECHNOLOGY AND CARE ASSISTANT**

(ID: 646387)

⁽¹⁾ This translation has no legal status.

3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- perform less complex technology procedures;
- prepare produce or products for sale;
- clean working premises, tools, appliances and machines;
- adapt to the working environment, cooperate in a group and communicate with co-workers;

Optional:

- prepare and design residential premises and surroundings of the facility in line with instructions;
- drive a tractor safely and prepare machines, tools and appliances for work and provide for their cleaning and basic maintenance;
- comply with hygiene, safety and other food processing regulations and food processing processes, cooperate in food packing, storing and transport;
- prepare simple dishes, prepare a simple menu for different occasions and serve simple dishes and beverages to guests by bearing in mind instructions;
- perform less complex works in animal production by considering safe work and health protection standards;
- perform less complex works in plant production by considering safe work and health protection standards;
- cooperate in the processing of the food of animal origin, its cooling, freezing and melting as well as pack the food of animal origin;
- cooperate in the processing of the food of plant origin and pack the food of plant origin;
- manufacture simple textiles to meet household needs;
- perform simple household chores and assist in basic care procedures for healthy and sick residents;
- prepare simple cold and warm starters, simple soups and stews by following instructions;
- prepare simple meals and serve less complex dishes and beverages by adhering to instructions;
- carry out less complex technology procedures for vegetable production outdoors and in a protected area for harvesting crops;
- prepare and employ beekeeping equipment and tools, monitor bee families in the hive and attend to bees when pasturing;
- perform basic tending works in a forest area and basic works in forest restoration;
- assist in meat processing and make meat products, assist in animal slaughter and carry out ancillary works in a slaughterhouse;
- prepare raw materials in line with instructions and assist in making fine bakery and confectionery products;
- provide for manual and machine cleaning of the work premises, machines, tools and appliances and for their decontamination, prepare and make use of aids and cooperate in milk processing;
- provide assistance in receipt, storing and preparing raw materials of animal origin for processing and provide assistance in processing fruits, vegetables and oleaginous plants;
- assist in the preparation of raw materials, in the heat treatment of raw materials, in the manufacture of products and the packing of fast food products;
- grow herbs in pots and use them when preparing dishes and beverages;
- make simple decoration items, arrangements and fashion accessories;
- make provisions for manual and machine cleaning and maintenance of work premises;
- maintain different types of textiles and create different decorative items for home.

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:

farm or garden or food processing facilities, kitchens or small inns or tourist farms or commercial cleaning companies.

⁽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	
<p>Name and status of the body awarding the certificate</p> <p>The institution is accredited with the Ministry of Education, Science, Culture and Sports.</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Ministry of Education, Science, Culture and Sports Masarykova 16 SI-1000 Ljubljana http://www.mss.gov.si/</p>
<p>Level of the certificate (national or international)</p> <p>Short-cycle vocational education European classification ISCED 3 National classification ¹ KLASIUS-SRV: 13001 KLAIUSUS-P: 6219</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 the short - term vocational education enables entrance into education programmes of secondary vocational or specialist education.</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 (Uradni list RS, no. 16/07 and 36/08) Vocational and Technical Education Act (Uradni list RS, no. 79/06)</p>	
6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE	
Time of the education	2 years
Number of credits ²	120 credits
General education	34 credits
Professional education	49 credits
Practical education at the employer	6 credits
Extracurricular activities	4 credits
Open curriculum ³	25 credits
Final examination	2 credits
<p>Entry requirement:</p> <p>The programme can be attended by anyone who has:</p> <ul style="list-style-type: none"> – completed at least the seventh grade of the 9-year primary school or the sixth grade of the 8-year primary school and has thus finished the mandatory primary school education, or – completed primary school education through an adapted educational programme and a lower education standard. 	
<p>Additional information</p> <ul style="list-style-type: none"> - Ministry of Education, Science, Culture and Sports (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 One credit equals 25 hours of candidate's work.

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

7. A DETAILED DESCRIPTION OF EDUCATION

GENERAL EDUCATION:

1. Slovene (8 credits)
2. Mathematics (9 credits)
3. Social sciences and Natural sciences (12 credits)
4. Physical education (5 credits)

PROFESSIONAL EDUCATION:

Mandatory Models in Specialist Education (6 credits)

1. Workplace communication (6 credits)

Optional Models in Specialist Education (9 credits)

2. Premises cleaning and design (9 credits)
3. Biotechnology mechanisation (9 credits)
4. Food processing and food basics (9 credits)

Optional Models in Specialist Education (16 credits)

5. Cooking and serving (8 credits)
6. Animal care (8 credits)
7. Basic plant production (8 credits)
8. Preparation of the food of animal origin (8 credits)
9. Preparation of the food of plant origin (8 credits)
10. Simple textiles design (8 credits)

Optional Models in Specialist Education (18 credits)

11. Home care (9 credits)
12. Help in meal preparation (9 credits)
13. Serving assistance (9 credits)
14. Vegetable production basics (9 credits)
15. Beekeeping basics (9 credits)
16. Maintenance works in a forest (9 credits)
17. Meat production (18 credits)
18. Making fine bakery and confectionery products (18 credits)
19. Milk production I (9 credits)
20. Processing of fruits, vegetable and oleaginous plants (9 credits)
21. Fast food preparation (9 credits)
22. Production and use of herbs (9 credits)
23. Simple decoration items (9 credits)
24. Maintenance and hygiene of work premises (9 credits)
25. Maintenance and manufacture of simple textiles (9 credits)

OPEN CURRICULUM (25 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 (4 credits):

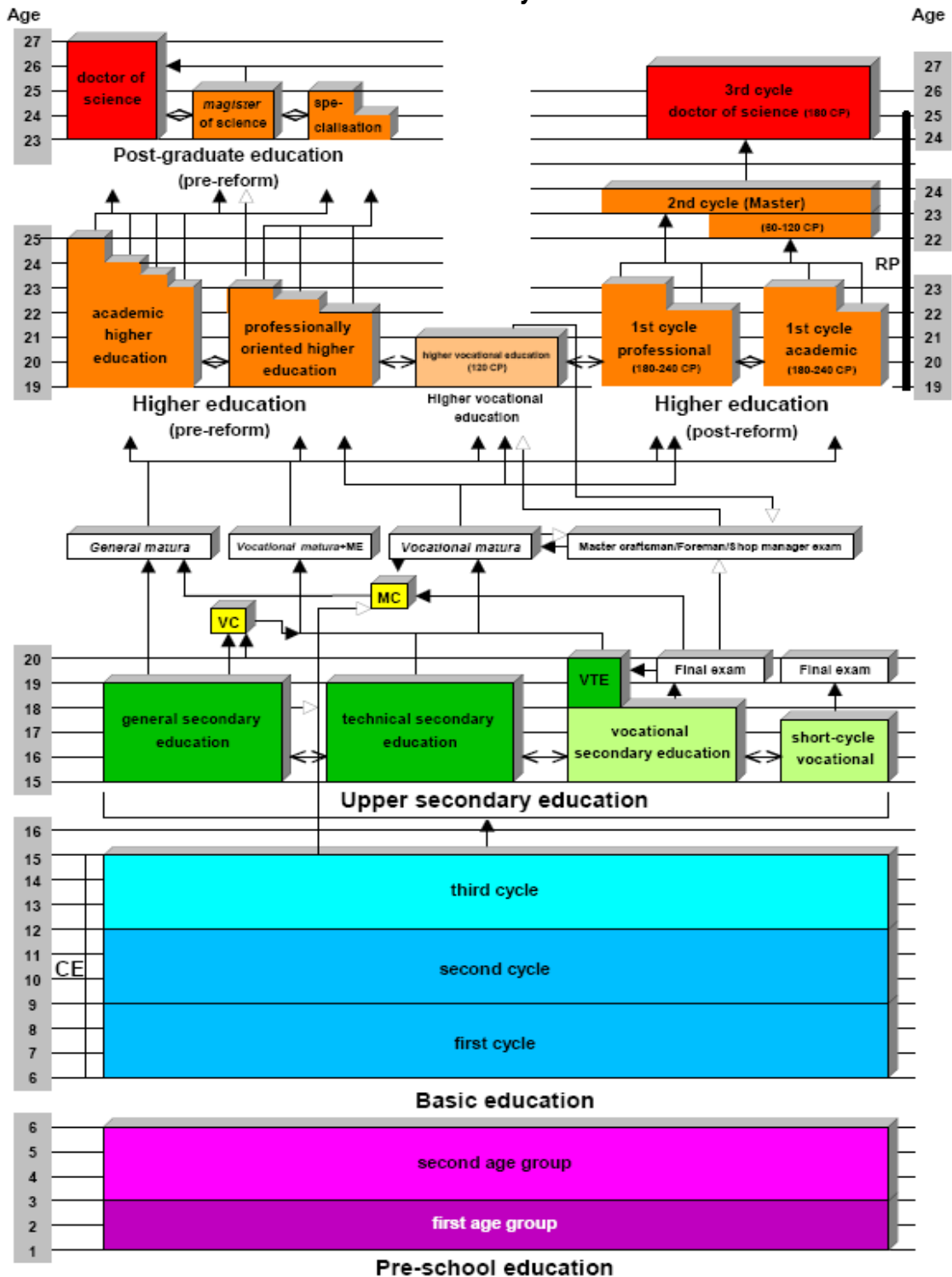
Extracurricular activities involve compulsory activities, programme-related content and electives.

FINAL EXAMINATION:

- presenting and defending a project or service (2 credits):

OTHER NOTES:

The Structure for the Education System in Slovenia 2011/12



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