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:

……...

EUROPASS CERTIFICATE SUPPLEMENT (*)

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

Spričevalo o zaključnem izpitu po izobraževalnem programu:
POMOČNIK V TEHNOLOŠKIH PROCESIH
(ID: 860412)

(1) In native language.

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

School-leaving certificate:
ASSISTANT IN TECHNOLOGY PROCESSES
(ID: 860412)

(1) This translation has no legal status.

3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- perform simple works in production and technology procedures;
- read simple technical drawings and technical documentation;
- use simple technology and working documentation;
- prepare workplace in order to carry out technology procedures and work machines in line with instructions;
- conduct manual processing procedures for material processing;
- employ and maintain manual and electric handheld tools for material processing;
- recognize the significance of basic technology parameters;
- perform simple material blending procedures;
- measure basic technology parameters and dimensions by way of measurement aids;
- conduct up-to-date maintenance and small repair works on machines, equipment and appliances;
- act responsibly to provide for healthy and safe working conditions as well as use protective equipment;
- manage waste properly and comply with environment protection measures;

Optional:

- cooperate in the maintenance of component parts of machines and appliances as well as remedy errors;
- manage procedures providing for the efficient operation of machines;
- cooperate in repair, testing and control of the operation of machines, equipment and appliances;
- calibrate, set and perform basic monitoring of the operation of machines, equipment and appliances during the work procedure;
- select and bind tools and work pieces during machine processing procedures of metals;
- work machines and appliances in line with instructions and perform treatment procedures;
- conduct conversion procedures in accordance with instructions or a work order;
- control products during individual stages of plastic conversion of metals and alloys;
- prepare furnaces, machines, appliances and tools for metal conversion processes;
- prepare furnaces, machines and tools for metal melting and foundry casting procedures in line with instructions;
- make forms and cores as well as clean casts,
- cooperate in management and maintenance of furnaces, machines and tools for metal melting and foundry casting processes;
- carry out basic electrical installation and assembly works on facilities;
- cooperate in preparation of bases and in performance of electric and communication installations;
- cooperate in connection of installation junctures, connect users of electric power and protective elements;
- cooperate in connection, assembly and maintenance of mechatronic systems;
- cooperate in simple repairs of electric engines, heating and cooling appliances as well as mechatronic assemblies;
- manufacture simple distribution and control appliances;
- prepare the basis and treat paintwork surfaces;
- mechanically and chemically remove protective paints and corrosion, and protect surfaces;
- apply and maintain paint and varnish.

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:

- all industrial, craft and repair activities (in manufacturing, repair and maintenance of engine parts and equipment processes);
- metallurgy sector (in preparation of metal melting, foundry casting and thermal conversion processes);
- manufacturing and maintenance of electric installations;
- preparation processes for paintwork procedures.

(*) **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	**Name and status of the national/regional authority providing accreditation/recognition of the certificate**
The institution is accredited with the Ministry of Education, Science, Culture and Sports.	Ministry of Education, Science, Culture and Sports Masarykova 16 SI-1000 Ljubljana **http://www.mss.gov.si/**
Level of the certificate (national or international) Short-cycle vocational education European classification ISCED 3 National classification [1] KLASIUS-SRV: 13001 KLAISUS-P: 5219	**Grading scale** 5 – excellent 4 – very good 3 – good 2 – sufficient
Access to next level of education/training A successfully completed education programme within the short-term vocational education enables entrance into education programmes of secondary vocational or specialist education.	**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	2 years
Number of credits[2]	120 credits
General education	34 credits
Professional education	50 credits
Practical education at the employer	6 credits
Extracurricular activities	4 credits
Open curriculum[3]	24 credits
Final examination	2 credits

Entry requirement:

The programme can be attended by anyone who has: 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.

Additional information

- 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 (26 credits)

1. Technical communication (8 credits)
2. Working machines and appliances (18 credits)

Optional Models in Specialist Education (24 credits)

3. Maintaining machines and appliances (24 credits)
4. Managing machines and appliances (24 credits)
5. Material conversion (24 credits)
6. Material foundry casting (24 credits)
7. Manufacturing and maintenance of electric installations (24 credits)
8. Mechatronic assemblies (24 credits)
9. Basic paintwork works (24 credits)

OPEN CURRICULUM (24 credits):

The open curriculum is determined by the school in cooperation with companies on the local level.

PRACTICAL EDUCATION:

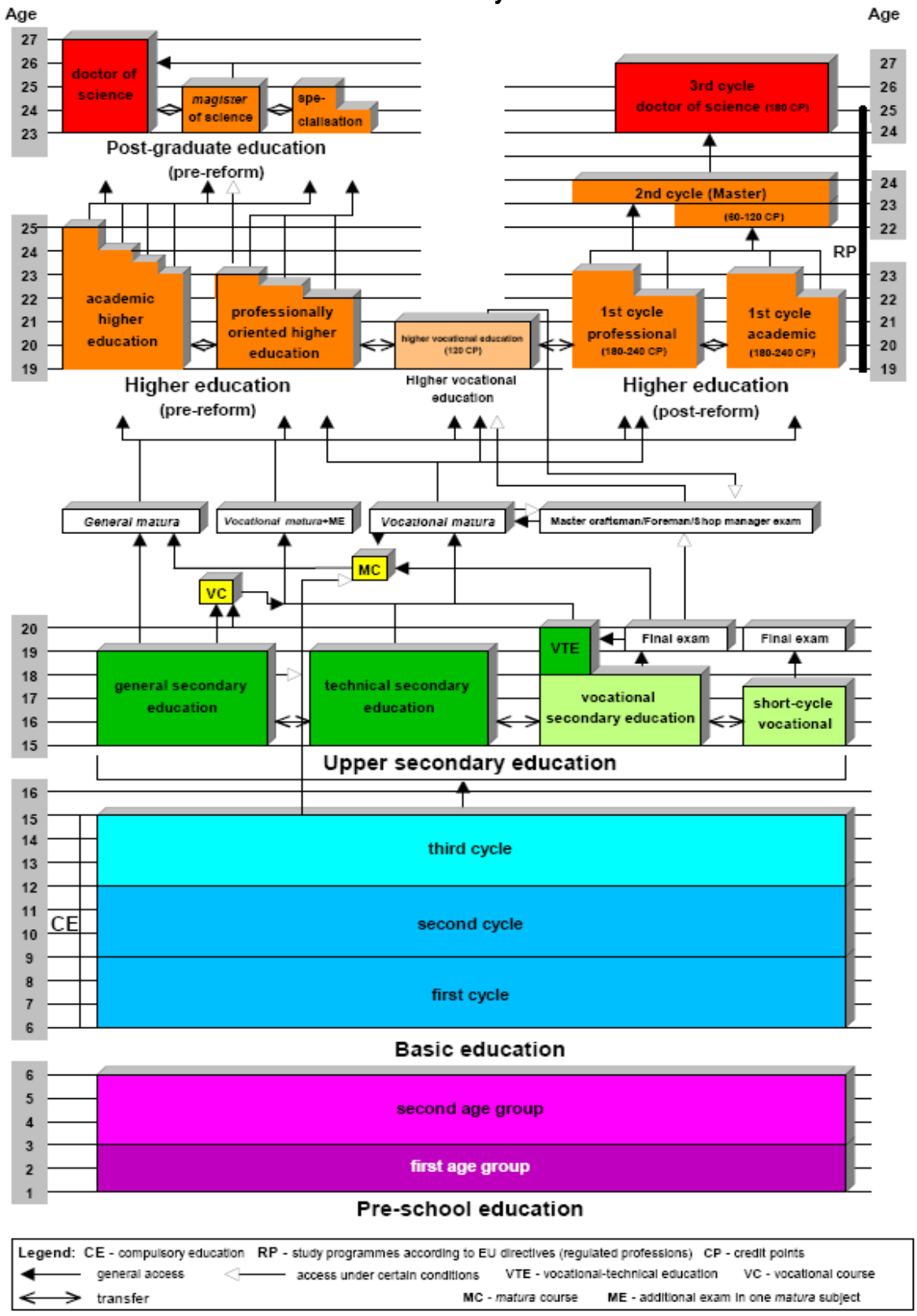
1. Practical training in school
2. Practical training through work placement at the employer

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