

Name and Head Office of the School Awarding the Certificate:

CERTIFICATE SUPPLEMENT

VOCATIONAL MATURA

(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 poklicni maturi po izobraževalnem programu:

TEHNIK VAROVANJA

(ID: 702373)

⁽¹⁾ In native language.

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

School-leaving certificate:

SECURITY TECHNICIAN

(ID: 702373)

⁽¹⁾ This translation has no legal status.

3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- assess the security situation (elaborate a threat assessment) and discreetly provide security services by protecting property, persons and facilities;
- prepare and elaborate appropriate documentation so as to enable security;
- consult with the view to resolve and remedy deficiencies and problems;
- use modern technical security means and methods, such as protection of data, documentation, computer centres and production technologies;
- carry out security and receptionist tasks in different institutions and settings (e.g. pre-school institutions, schools, hospitals, theatres, residential homes for the elderly);
- conduct measures for fire safety and actions in case of a natural or other disaster;
- employ equipment, devices and other assets and instruments for technical security, alarm, fire and other security devices;
- plan systems for technical protection of facilities, buildings, real estate, movable assets, shops, areas of special security interest (courts, airports, warehouses storing hazardous goods);
- perform simple procedures by using authorisations, self-defence skills and physical force;
- provide emergency first aid;
- cooperate in a group, establish contacts with people, communicate by considering the situation and solve problems, process data and materials;
- act responsibly and ethically in relation to co-workers, partners, individuals engaged in procedures, notably vulnerable groups (handicapped, minors, pregnant women, the elderly);
- use modern IT and computer user programmes in the professional field;
- establish a positive attitude towards measures aimed at the reduction of the threat for the national security system of the Republic of Slovenia;
- understand the role of entrepreneurship, manage costs and calculations, get to know the entrepreneurial process, financial operations and business plans;
- economically allocate HR, assets and instruments for safe work;

Optional:

- independently plan services pertaining to security, control and recording of security officers, the state of devices and equipment enabling security officers to do their job by bearing in mind basic human rights and labour relations regulations;
- perform operator and organisation tasks in the security and control centre;
- assemble, configure, install and set technical security systems and communication installations as well as manufacture less complex electronic subsystems;
- carry out basic criminal tactics, define a crime and file a criminal complaint;
- plan, conduct and provide security services at public assemblies and perform interventions;
- organize and transport money and valuables, act in case of an attack;
- control drivers, vehicles, transport documentation and freight when transporting hazardous goods, emergency freight and perishable goods;
- protect data in IT systems, worldwide web, computer networks and use software for the identification of persons;
- engage in security interventions in accordance with a security plan and instructions issued by the security and control centre.

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:

companies involved in private security and other institutions (pre-school institutions, schools, hospitals, theatres, residential homes for the elderly, courts, airports, warehouses storing hazardous goods) occupying different posts.

^(*) 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, Science, Culture and Sports.	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of Education, Science, Culture and Sports Masarykova 16 SI-1000 Ljubljana http://www.mss.gov.si/
Level of the certificate (national or international) Technical secondary education European classification ISCED 3 National classification ¹ KLASIUS-SRV: 15001 KLAIUS-P: 8615	Grading scale 5 – excellent 4 – very good 3 – good 2 – sufficient
Access to next level of education/training Education programme completed with a vocational matura exam enables entrance to study programmes in both higher and high specialist education. Upon an additional requirement in passing one of the general matura exams, as well as entrance to relevant university study programmes that enable this possibility.	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	61 credits
Professional education	39 credits
Practical education at the employer	3 credits
Extracurricular activities	4 credits
Open curriculum ³	9 credits
Vocational matura	4 credits
Entry requirements The programme can be attended by anyone who has completed the programme of secondary vocational education or has completed equivalent education in line with previous regulations.	
Additional information <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 (13 credits)
2. Mathematics (10 credits)
3. Foreign language 1 (13 credits)
4. Foreign language 2 (4 credits)
5. Art (2 credits)
6. History (2 credits)
7. Geography (2 credits)
8. Psychology (2 credits)
9. Physics (4 credits)
10. Chemistry (2 credits)
11. Physical education (7 credits)

PROFESSIONAL EDUCATION:

Mandatory Models in Specialist Education (27 credits)

1. Protection of property and persons (16 credits)
2. Technical security 10 credits)
3. Health and safety at work (6 credits)
4. Fire safety (8 credits)

Optional Models in Specialist Education (12 credits)

5. Control of security services (6 credits)
6. Operator tasks in the security and control centre (6 credits)
7. Security technology (6 credits)
8. Criminal science and criminology (3 credits)
9. Public assemblies (3 credits)
10. Transport of money and valuables (3 credits)
11. Security in logistics (3 credits)
12. IT systems security (3 credits)
13. Interventions (3 credits)

OPEN CURRICULUM (9 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.

VOCATIONAL MATURA:

Mandatory part:

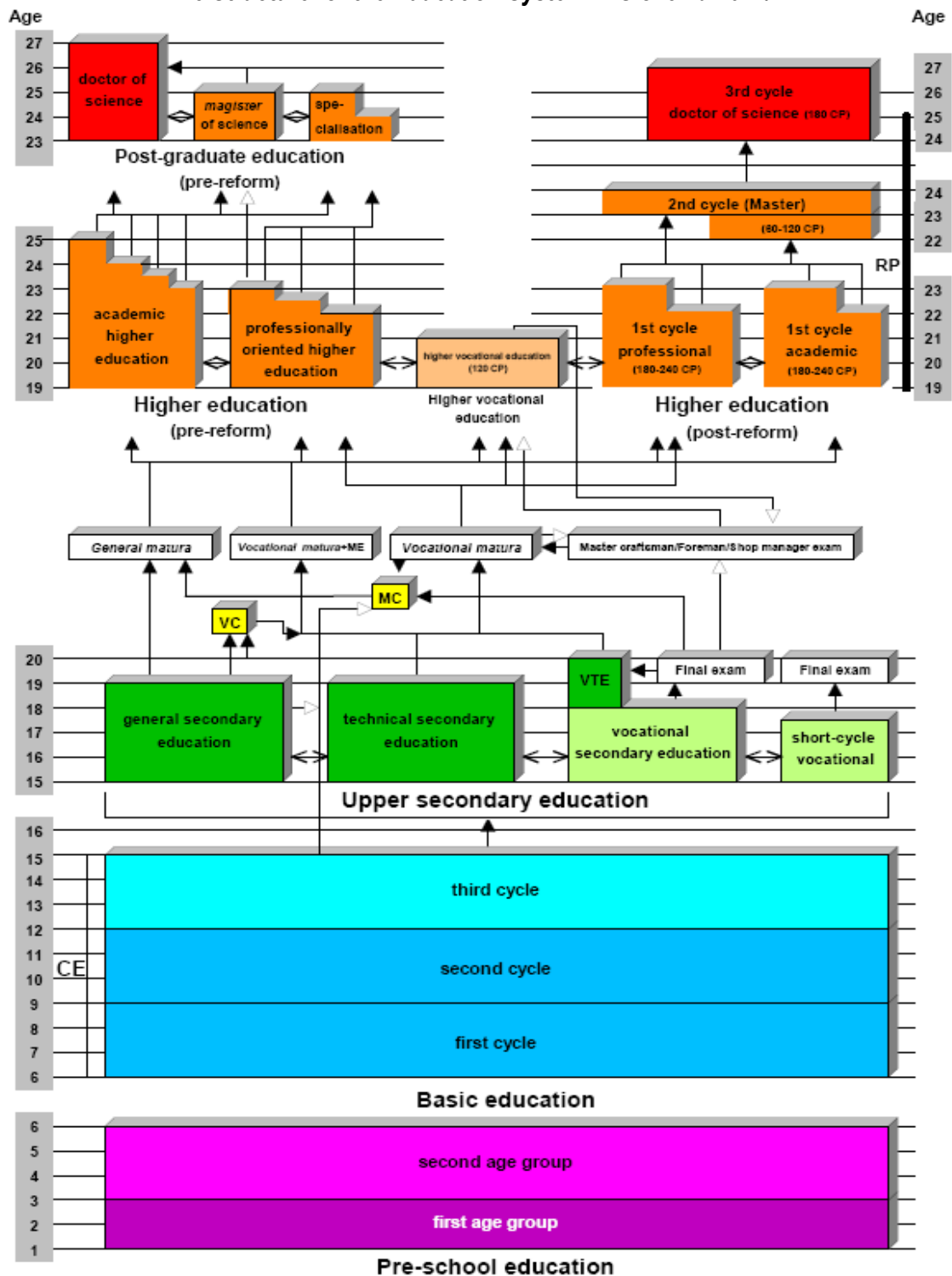
- written and oral exam of Slovenian language
- written and oral exam in Private security.

Optional part:

- written and oral exam in a Foreign language or Mathematics
- presenting and defending a project or service (4 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