

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:

.....

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

**Spričevalo o poklicni maturi po izobraževalnem programu:**

**EKONOMSKI TEHNIK**

(ID: 326074)

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

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

**School-leaving certificate:**

**ECONOMIC TECHNICIAN**

(ID: 326074)

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

3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- assess the impact of different economic decisions for the development of the economy, entire society and the environment;
- plan projects by employing appropriate ICT tools;
- plan, organise and manage work procedures in the company;
- calculate basic company performance indicators and basic statistical indicators as well as understand their use when analysing trends in the economy;
- act in line with legal system rules of a modern state;
- develop work responsibility in procedures leading to the establishment of a company;
- carry out marketing activities;
- employ modern ICT technology, work with resources, data and materials for completing documentation and keeping appropriate registers;

Optional:

- open, keep and close the account and use various payment instruments;
- sell and market financial services;
- record cash and non-cash transactions in books of account;
- post purchase and sale of material, goods and services;
- analyse marketing environment, consumption markets and purchase behaviour;
- conduct procurement, sales and marketing of products and services;
- write applications, invitations, minutes and draft simple decisions and conclusions;
- manage documentation from receipt to transmission or filing;
- sell insurance and perform controls, resolve simple loss events and procedures for settling of claims of recourse;
- sell simple bank services to natural persons and perform tasks in back office bank services;
- perform universal and other postal services pertaining to receipt and service of postal deliveries;
- calculate labour costs, keep accounting for fixed assets and conduct other bookkeeping tasks;
- carry out various methods and types of direct marketing, collect different market data and assess obtained results.

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:

public administration, bank, insurance company, brokerage company, commercial department, secretariat, HR department, marketing communications department, accounting department and warehouse.

<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	
<p><b>Name and status of the body awarding the certificate</b></p> <p>The institution is accredited with the Ministry of Education, Science, Culture and Sports.</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>Ministry of Education, Science, Culture and Sports Masarykova 16 SI-1000 Ljubljana <a href="http://www.mss.gov.si/">http://www.mss.gov.si/</a></p>
<p><b>Level of the certificate (national or international)</b></p> <p>Technical secondary education European classification ISCED 3 National classification <sup>1</sup> KLASIUS-SRV: 15001 KLAIUSUS-P: 3400</p>	<p><b>Grading scale</b></p> <p>5 – excellent 4 – very good 3 – good 2 – sufficient</p>
<p><b>Access to next level of education/training</b></p> <p>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.</p>	<p><b>International agreements</b></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><b>Legal basis</b></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 <sup>2</sup>	120 credits
General education	61 credits
Professional education	36 credits
Practical education at the employer	3 credits
Extracurricular activities	4 credits
Open curriculum <sup>3</sup>	12 credits
Vocational matura	4 credits
<p><b>Entry requirements</b></p> <p>The programme can be attended by anyone who has completed the programme of secondary vocational education and acquired one of the following titles: shop assistant, administrator or has completed equivalent education in line with previous regulations.</p>	
<p><b>Additional information</b></p> <ul style="list-style-type: none"> <li>- <a href="http://www.mss.gov.si/">Ministry of Education, Science, Culture and Sports (http://www.mss.gov.si/)</a>: Education programme and description of education and schooling in Slovenia</li> <li>- <a href="http://www.nrpslo.org">National Reference Point for Vocational Qualifications - NRP (http://www.nrpslo.org)</a></li> <li>- <a href="http://www.europass.si">National Europass Centre (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> 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. Sociology or psychology (2 credits)
9. Biology (3 credits)
10. Chemistry (3 credits)
11. Physical education (7 credits)

### PROFESSIONAL EDUCATION:

#### Mandatory Models in Specialist Education (25 credits)

1. Projects and company management (13 credits)
2. Performance of the economy and management economics (12 credits)

#### Optional Models in Specialist Education (6 credits)

3. Financial management (6 credits)
4. Material bookkeeping (6 credits)
5. Commercial management (6 credits)
6. Governance and administrative management (6 credits)

#### Optional Models in Specialist Education (5 credits)

7. Insurance services (5 credits)
8. Bank management (5 credits)
9. Postal traffic (5 credits)
10. Financial bookkeeping (5 credits)
11. Direct marketing (5 credits)

### OPEN CURRICULUM (12 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 (4 credits):

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

### VOCATIONAL MATURA:

Mandatory part:

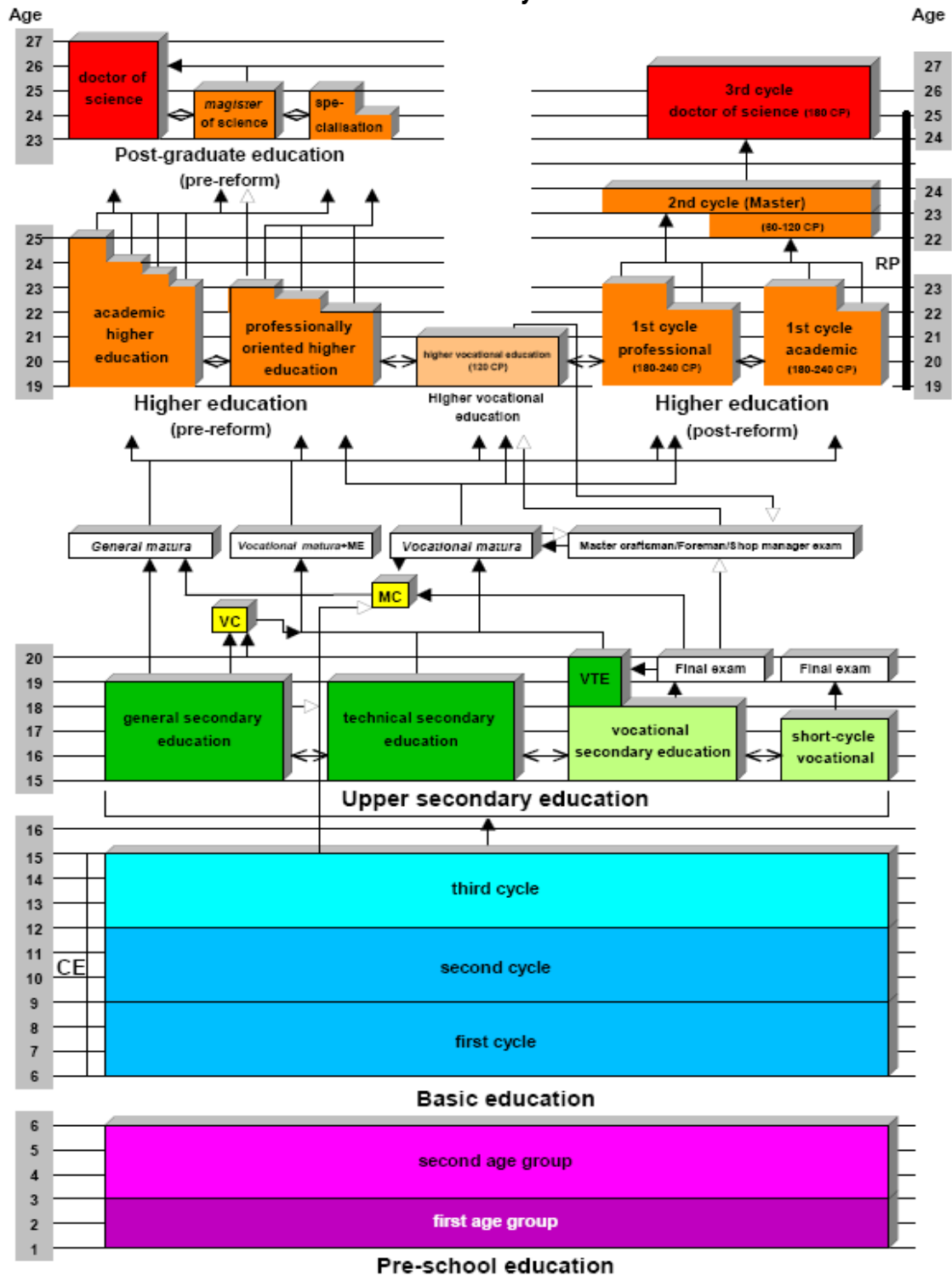
- written and oral exam of Slovenian language
- written and oral exam in Economy.

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