

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) ⁽¹⁾

Spričevalo o poklicni maturi po izobraževalnem programu:

GASTRONOMIJA

(ID: 225645)

⁽¹⁾ In native language.

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

School-leaving certificate:

GASTRONOMY

(ID: 225645)

⁽¹⁾ This translation has no legal status.

3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- communicate in Slovenian and a foreign language in line with business communication rules and manners;
- perform receptionist work, submit information and liaise work between departments;
- provide and sell catering facility services;
- present and submit information on Slovenia's natural and cultural heritage;
- connect different activities from regions into a topical tourist package;
- draw up, design and prepare menus, menu lists, wine lists and beverage price lists;
- plan, organise and provide for regular and special meals in the kitchen and serving;
- prepare dishes by following healthy food principles and integrating modern culinary trends;
- incorporate animation in a catering offer;
- formulate a selling price for services and act entrepreneurially;

Optional:

- prepare menus for diets in cooperation with a diet expert, select permitted food and appropriate technology procedures, prepare dishes and drinks for different diets;
- take an order, elaborate an offer, organize, manage and conduct catering;
- include and prepare dishes and mixed beverages by way of a catering offer before a guest;
- research culinary features of individual Slovenian regions and other countries, prepare typical dishes in a traditional and contemporary way and make provisions they are properly served;
- organize, manage and control supplementary activities in a hotel, decorate premises and prepare equipment for different purposes;
- promote, coordinate and network individual tourist entities within a tourist destination;
- prepare national, complex restaurant confectionery wares and confectionery wares from different cuisines on order and for menus.

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:

- hotels, motels, boarding houses, mountain huts, holiday houses and other facilities, farm tourism, hunter cottages;
- guesthouses, restaurants, inns, coffee bars, bars, cafes, schools and hospitals;
- temporary and mobile catering facilities (catering) and means of transport (train, boat..);
- other companies including jobs for accommodation management and organisation, preparation and serving of meals, drinks and beverages, animation activities, destination management and information transmission.

⁽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	
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: 8110	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	60 credits
Professional education	38 credits
Practical education at the employer	3 credits
Extracurricular activities	4 credits
Open curriculum ³	11 credits
Vocational matura	4 credits
Entry requirements The programme can be attended by anyone who has completed the programme of secondary vocational education and acquired one of the following titles: gastronomer and hotelier, cook, waiter, cook-waiter, attendant, farmer and homemaker, baker, confectioner, confectioner-pastry chef 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 (13 credits)
4. Art (2 credits)
5. History (2 credits)
6. Geography (2 credits)
7. Sociology or Psychology (2 credits)
8. Physics (2 credits)
9. Chemistry (2 credits)
10. Biology (2 credits)
11. Informatics (3 credits)
12. Physical education (7 credits)

PROFESSIONAL EDUCATION (32 credits):

1. Receptionist works (4 credits)
2. Natural and cultural heritage (8 credits)
3. Drawing up a catering offer (4 credits)
4. Meals and animation events 16 credits)

Optional Models in Specialist Education (6 credits)

5. Preparation of diet dishes (3 credits)
6. Catering (3 credits)
7. Meal preparation before a guest and mixing of drinks (3 credits)
8. Culinary art and wines in Slovenia and the world (3 credits)
9. Hotel and household works (3 credits)
10. Tourism destination management (3 credits)
11. Restaurant confectionery (3 credits)

OPEN CURRICULUM (11 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:

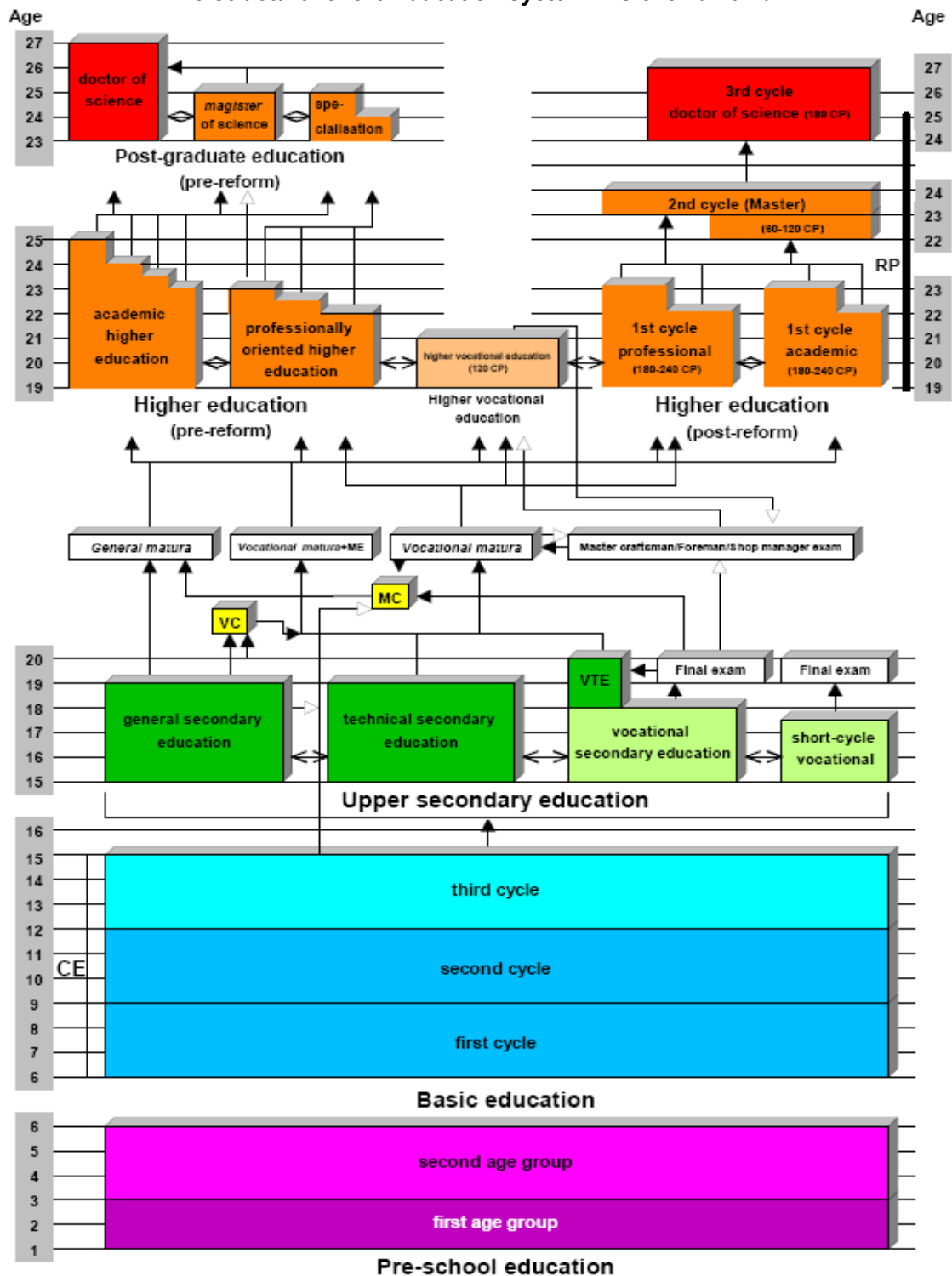
- written and oral exam of Slovenian language
- written and oral exam in Gastronomy and tourist services.

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