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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EUROPASS CERTIFICATE SUPPLEMENT (*)

1. TITLE OF THE CERTIFICATE AND OF THE EDUCATION PROGRAMME (SL) (1)
Spričevalo o poklicni maturi po izobraževalnem programu: **TEHNIK RAČUNALNIŠTVA**   (ID: 386015)
(1) In native language.

2. TRANSLATED TITLE OF THE CERTIFICATE AND OF THE EDUCATION PROGRAMME (EN) (1)
School-leaving certificate: **COMPUTER TECHNICIAN**   (ID: 386015)
(1) This translation has no legal status.

3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- read, plan, elaborate, monitor and amend technical documentation in line with requisite instructions and by employing ICT;
- the use of organization of work concepts and economics in a professional area;
- programme simple applications on programmable devices as well as programme, assemble and wire programmable relays;
- set up necessary operating system settings and provide basic support to users when employing user software;
- compile, maintain, rectify errors and service computer hardware;
- lay and wire different forms of electric and communication installations, connect users and carry out basic maintenance works;
- connect electric installation elements in switching, distribution and outlet-coupling devices as well as select and connect electrical protection;
- set up, maintain, protect and provide the restoration of network services;

Optional:

- record, archive and reproduce sound, image and video in digital format;
- design preparation of photos and videos;
- advise on the use of e-certificates and signatures;
- protect IC systems against unauthorised access and dangerous programmes;
- set up and manage system and user software;
- cooperate with users, suppliers and customers;
- plan the development of simple computer programmes;
- make and test small parts in big programmes;
- archive and restore databases, launch complex searches;
- draw up server procedures and triggers for applying business rules and dealing with exceptions;
- use digital photo capture devices;
- design web sites and other documents for the electronic media.

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:

- areas pertaining to the setting up and maintenance of local computer networks and connections through public networks namely training participants with elective modules in communication systems;
- areas pertaining to the setting up and maintenance of IT systems namely training participants with elective modules in communication systems;
- areas pertaining to computer programme planning and design namely training participants with elective modules in programming;
- web site design namely training participants with elective modules in computer design.

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)	**Grading scale**
Technical secondary education European classification ISCED 3 National classification [1] KLASIUS-SRV: 15001 KLAISUS-P: 4810	5 – excellent 4 – very good 3 – good 2 – sufficient
Access to next level of education/training	**International agreements**
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.	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	1 year
Number of credits[2]	77 credits
Professional education	67 credits
Practical education at the employer	2 credits
Open curriculum[3]	4 credits
Vocational matura	4 credits

Entry requirements
Applicants have to successfully complete the fourth form of the grammar school or the final year of the secondary professional education programme.

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)

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[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.

PROFESSIONAL EDUCATION:

Mandatory Models in Specialist Education (51 credits)
1. Management of programmable systems (8 credits)
2. IT hardware maintenance (7 credits)
3. IT software maintenance (7 credits)
4. Making electrical and communication installations (6 credits)
5. Set up and maintenance of network servicing (7 credits)
6. Web application planning and development (9 credits)
7. Database planning and set up of (7 credits)

Optional Models in Specialist Education (16 credits)
8. Multimedia technology equipment (8 credits)
9. Management of ICT systems (8 credits)
10. IT software management (8 credits)
11. Planning and development of software applications (8 credits)
12. Advanced use of databases (8 credits)
13. Computer design (8 credits)

OPEN CURRICULUM (4 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
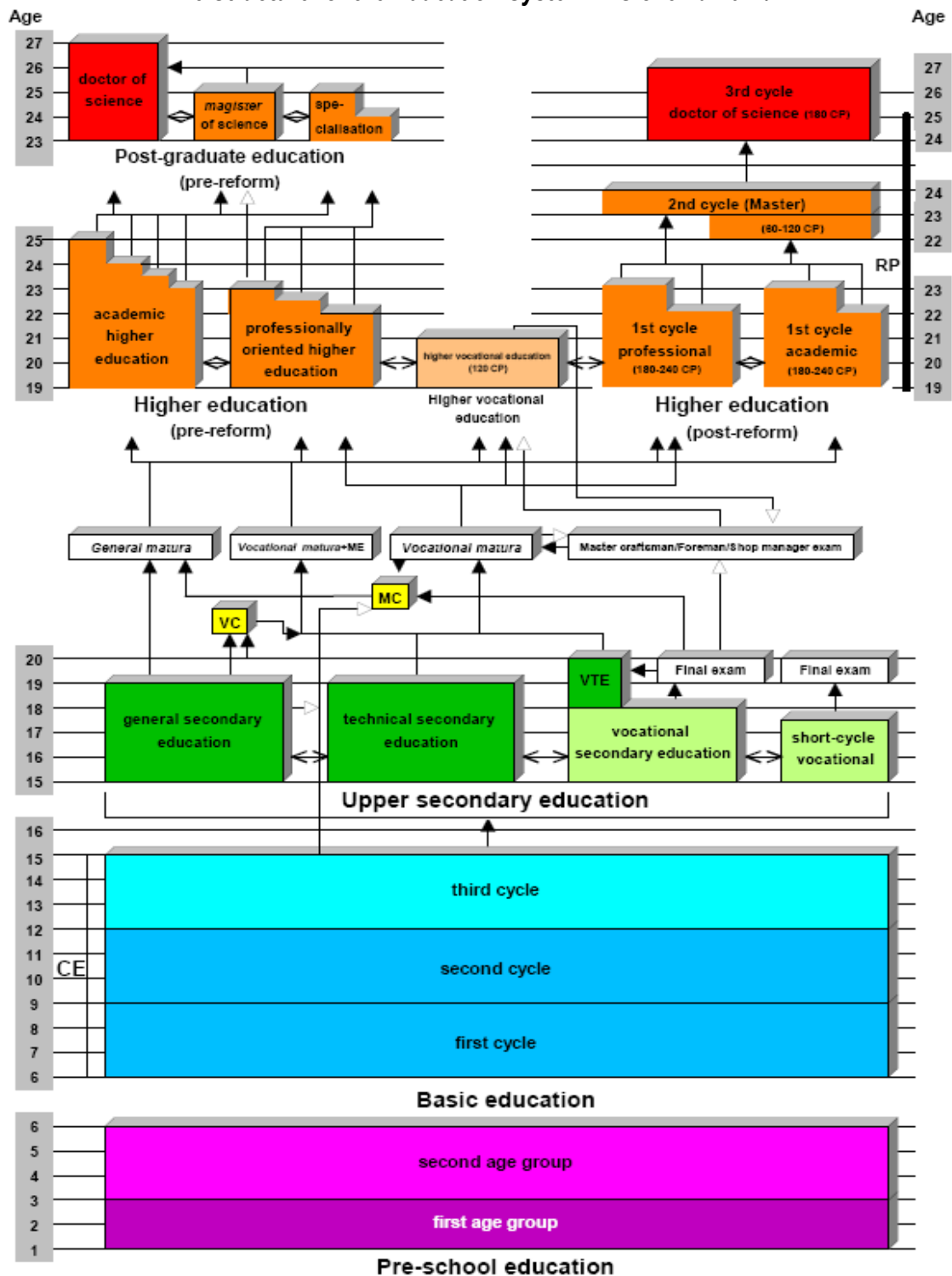
VOCATIONAL MATURA:
Mandatory part:
- written and oral exam of Slovenian language
- written and oral exam in Computer science.

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