

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 responsible person:

Place and date of issue:

.....

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

### **Spričevalo o zaključnem izpitu po izobraževalnem programu: GASTRONOMSKE IN HOTELSKE STORITVE**

Izobraževalni program, prilagojen za dvojezično izvajanje v slovenskem in madžarskem učnem jeziku na narodno mešanem območju  
(ID:814401)

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

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

### **School- leaving certificate: GASTRONOMY AND HOTEL SERVICES**

An educational programme adapted for bilingual implementation in the Slovenian and Hungarian languages in an ethnically mixed area  
(ID: 814401)

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

## 3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- arrange rooms, prepare and serve simple dishes and beverages as well as charge services;
- clear, maintain and storage inventory and food;
- communicate in the business context in Slovenian and in a selected foreign language;

Optional:

- prepare cold and warm starters, soups, soup mixes, dices egg custards, stews, meat dishes, stocks, sauces, side dishes, vegetable dishes, salads and sweets as well as make portions based on standards;
- compose and prepare daily menus and dishes on order by taking into consideration nutritional value of food;
- compose and prepare menus for extraordinary meals, Slovenian national dishes and foreign national dishes;
- prepare and serve non-alcoholic, alcoholic, hot beverages and wine bottles;
- serve extraordinary meals to transitional and boarding house guests;
- serve extraordinary meals in and outside the main establishment (catering);
- provide for comprehensive care and a tourism offer for guests in small establishments by adhering to the principle of cultural heritage preservation;
- put in place ecology and sustainable development standards in a tourist offer;
- manufacture, repair and maintain different simple textiles and decorative products;
- incorporate Slovenian national dishes into day-to-day menus, their preparation and serving;
- prepare, pack, enter, transport and maintain cold and hot dishes at appropriate temperature until the sales;
- create and prepare different types of pizza;
- prepare and bake different types of bread, poticas and morning goods;
- flambé, marinate, cut up, fillet and apportion dishes in front of guests;
- prepare and serve different cocktail types;
- consult and recommend wines to menus as well as serve sparkling, predicate and archive wines;
- make small decorative products and place them in the room for the purpose and in line with aesthetic laws;
- make fashionable trendy accessories, jewellery and occasional gifts;
- provide for residential protection and services at home in accordance with the needs of the elderly.

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, alpine cottages, holiday houses and other cottages, farm tourism, hunter's lodges;
- guesthouses, restaurants, inns, coffee houses, bars, cafes, schools and hospitals;
- temporary and movable catering establishments (catering) and means of transport (train, ship..);
- other posts involving food preparation and serving;
- knitwear factories, cleaners' and laundries.

### <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>Secondary vocational education  European classification ISCED 3  National classification<sup>1</sup> KLASIUS-SRV: 14001  KLAIUSUS-P: 8110</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>A successfully completed education programme within secondary vocational education enables entrance into corresponding education programmes of vocational-technical education. After a certain number of years of work experience, it also enables one to pass a suitable master craftsman or foreman or shop manager exam.</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	3 years
Number of credits <sup>2</sup>	180 credits
General education	66 credits
Professional education	37 credits
Practical education at the employer <sup>3</sup>	60 credits
Extracurricular activities	6 credits
Open curriculum <sup>4</sup>	9 credits
Final examination	2 credits
<p><b>Entry requirements</b></p> <p>The programme can be attended by anyone who has completed the programme of primary education or lower vocational education or 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> The individual learning contract increases the scope of workplace-based education with the employer up to 53 weeks.

<sup>4</sup> Goals of the open curriculum are defined by schools in cooperation with companies on a local/regional level.

## 7. MORE DETAILED DESCRIPTION OF EDUCATION

### GENERAL EDUCATION:

1. Slovene (12 credits)
2. Hungarian I,II (12 credits)
3. Mathematics (12 credits)
4. Foreign language (9 credits)
5. Art (2 credits)
6. Natural sciences (6 credits)
7. Social sciences (6 credits)
8. Physical education (7 credits)

### PROFESSIONAL EDUCATION:

#### Mandatory Models in Specialist Education (22 credits)

1. Use of information and communications technology (4 credits)
2. Operation and organization (3 credits)
3. Communication (6 credits)
4. Catering basics (9 credits)

#### Optional Models in Specialist Education (14 credits)

5. Preparing individual group meals (3 credits)
6. Preparing regular meals (8 credits)
7. Preparing extraordinary meals (3 credits)
8. Serving beverages (3 credits)
9. Serving regular meals (8 credits)
10. Serving extraordinary meals (3 credits)
11. Eco tourism (8 credits)
12. Residential culture (3 credits)
13. Textiles (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

### EXTRACURRICULAR ACTIVITIES (6 credits):

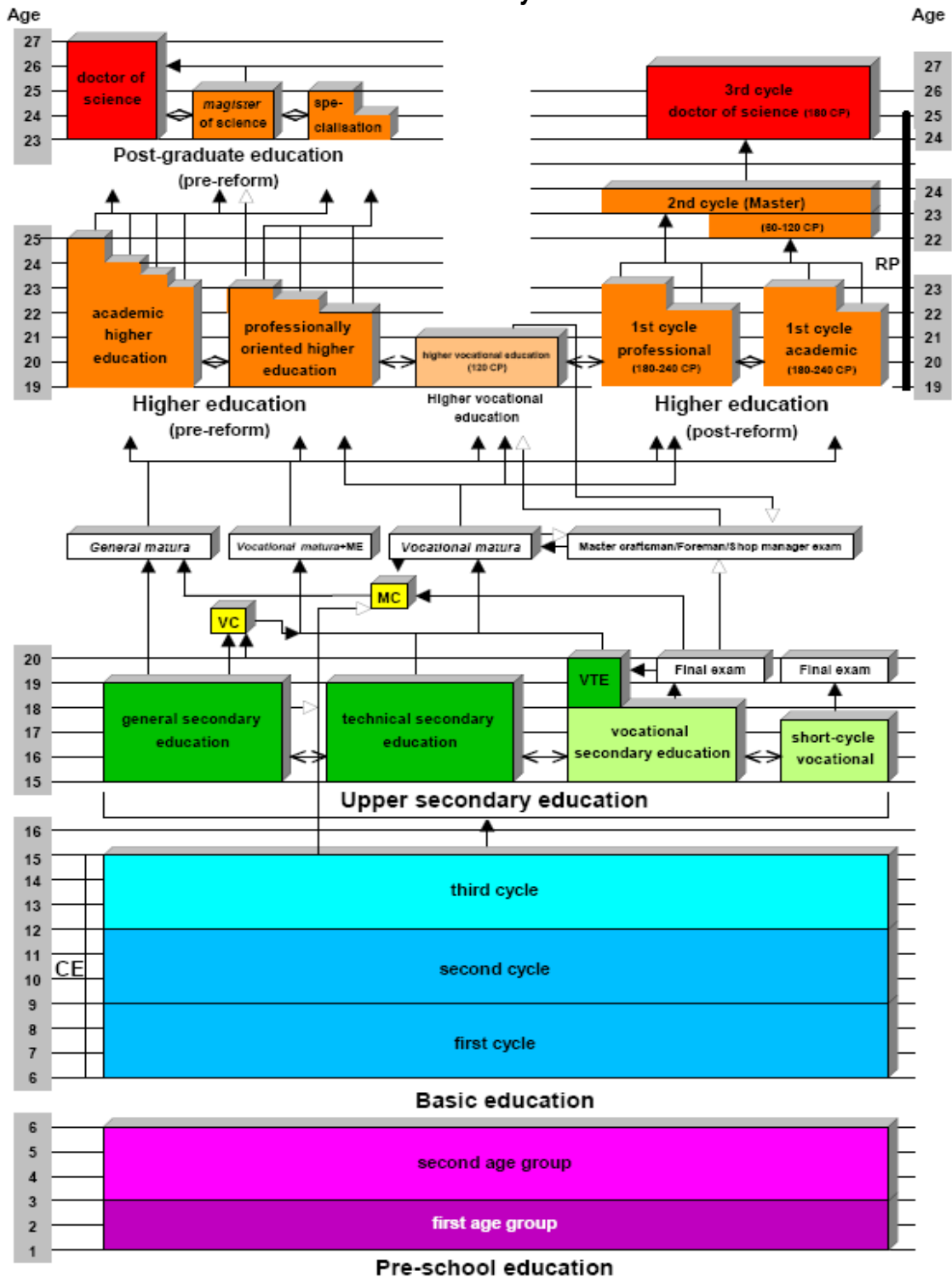
Extracurricular activities involve compulsory activities, programme-related content and electives.

### FINAL EXAMINATION:

- written and oral examination of Slovenian language
- presenting and defending a project or service (2 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