

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) ⁽¹⁾

Spričevalo o zaključnem izpitu po izobraževalnem programu:

TRGOVEC

(ID: 680477)

⁽¹⁾ In original language.

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

School- leaving certificate:

SHOP ASSISTANT

(ID: 680477)

⁽¹⁾ This translation has no legal status.

3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- monitor competition and its supply;
- arrange the shop and shop window;
- plan and carry out the promotion of the sales offer;
- estimate future demand;
- determine the sales price in the light of product quality and competition supply;
- perform a high-quality sales procedure;
- assess the client's needs and wishes;
- provide appropriate answers and arguments to the customer's questions;
- advise customers;
- deal with the customer's complaints promptly;
- employ different communication approaches and techniques;
- work fairly and ethically with customers;
- assess quality based on knowledge and experience;
- engage in independent and team work;
- communicate at a basic level in a foreign language;

Optional:

- work in the food product group;
- work in the technology and white goods product group;
- work in the textiles, toiletries and cosmetics product group.

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:

Trading companies in different product groups: food processing, textiles, chemicals, cosmetics, motor vehicles, electrical engineering, computers, paper...

^(*) 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) Secondary vocational education European classification ISCED 3 National classification ¹ KLASIUS-SRV: 14001 KLAIUS-P: 3410	Grading scale 5 – excellent 4 – very good 3 – good 2 – sufficient
Access to next level of education/training 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.	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	3 years
Number of credits ²	180 credits
General education	54 credits
Professional education	53 credits
Practical education at the employer ³	36 credits
Extracurricular activities	6 credits
Open curriculum ⁴	29 credits
Final examination	2 credits
Entry requirements 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.	
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)	

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 (KLAIUS-SRV) and Classification of activity areas/education and training results (KLAIUS-P).

² One credit equals 25 hours of candidate's work

³ The individual learning contract increases the scope of workplace-based education with the employer up to 53 weeks.

⁴ 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. Mathematics (12 credits)
3. Foreign language (9 credits)
4. Art (2 credits)
5. Natural sciences (6 credits)
6. Social sciences (6 credits)
7. Physical education (7 credits)

PROFESSIONAL EDUCATION:

Mandatory Models in Specialist Education (48 credits)

1. Economics basics (5 credits)
2. Operations of a trading company (16 credits)
3. Sales of goods (27 credits)

Optional Models in Specialist Education (5 credits)

4. Management of the food product group (5 credits)
5. Management of the technology and white goods product group (5 credits)
6. Management of the textiles, toiletries and cosmetics product group (5 credits)

OPEN CURRICULUM (29 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 (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

