

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:**

**LOGISTIČNI TEHNIK**

(ID: 603974)

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

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

**School-leaving certificate:**

**LOGISTICS TECHNICIAN**

(ID: 603974)

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

## 3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- independently plan and organize freight transport in all transport sectors;
- direct freight flows in accordance with prescribed regulatory requirements related to freight (customs goods, goods in free circulation, hazardous goods which need to be stored in line with a special scheme etc.);
- pack, store, serve as an agent, electronically tag and declare goods in logistic and sales centres;
- be familiar with and take into consideration internal and international legal sources for the handling of goods in traffic, transport and logistics;
- have a good grasp of insurance procedures in individual traffic subsystems and take out transport insurance;
- use preventive and defensive transport behaviour principles and provide for safety in all traffic subsystems and logistic processes;
- plan traffic flows and traffic signalization;
- use and complete transport documentation, keep logistics documentation, elaborate, read and understand technical documentation;
- show a positive attitude towards measures aimed at pollution reduction, environment protection and rational use of energy and materials;
- cooperate in a group, communicate orally and in writing with co-workers and experts in one's mother tongue and in at least two foreign languages;
- use contemporary IT and user programmes in the professional field (word processor and charts, e-mail, logistics process management, warehouse management IT systems, traffic planning and management...);
- understand the role of entrepreneurship, manage costs and calculations;
- organize specific transport (hazardous substances, perishable goods, emergency freight);

Optional:

- have a good grasp of the activity, legal sources and carry out or cooperate in forwarding, customs, inspection and complaints procedures in an international logistics chain;
- independently plan and organize passenger transport;
- optimally select, employ, maintain and engage in a preventive check-up of manual, automated and robotic manipulative and transport means in accordance with manufacturers' instructions;
- plan, maintain, remedy errors, carry out simple programming and set parameters for the operation of automated systems in logistics processes.

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:

state and private companies involved in transport, forwarding, customs, warehousing, planning of traffic and logistics flows in production facilities occupying different posts.

### <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	
<b>Name and status of the body awarding the certificate</b>  The institution is accredited with the Ministry of Education, Science, Culture and Sports.	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>  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>
<b>Level of the certificate (national or international)</b>  Technical secondary education European classification ISCED 3 National classification <sup>1</sup> KLASIUS-SRV: 15001 KLASIUS-P: 8409	<b>Grading scale</b>  5 – excellent 4 – very good 3 – good 2 – sufficient
<b>Access to next level of education/training</b>  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.	<b>International agreements</b>  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.
<b>Legal basis</b>  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	4 years
Number of credits <sup>2</sup>	240 credits
General education	111 credits
Professional education	76 credits
Practical education at the employer	6 credits
Extracurricular activities	14 credits
Open curriculum <sup>3</sup>	29 credits
Vocational matura	4 credits
<b>Entry requirements</b> 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.	
<b>Additional information</b> <ul style="list-style-type: none"> <li>- Ministry of Education, Science, Culture and Sports (<a href="http://www.mss.gov.si/">http://www.mss.gov.si/</a>): Education programme and description of education and schooling in Slovenia</li> <li>- National Reference Point for Vocational Qualifications - NRP (<a href="http://www.nrpslo.org">http://www.nrpslo.org</a>)</li> <li>- National Europass Centre (<a href="http://www.europass.si">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 (24 credits)
2. Mathematics (20 credits)
3. Foreign language 1 (20 credits)
4. Foreign language 2 (10 credits)
5. Art (3 credits)
6. History (5 credits)
7. Geography (3 credits)
8. Psychology or Sociology (3 credits)
9. Physics (6 credits)
10. Chemistry (3 credits)
11. Physical education (14 credits)

### PROFESSIONAL EDUCATION:

#### Mandatory Models in Specialist Education (66 credits)

1. Technology of goods flows (11 credits)
2. Technology of communication (11 credits)
3. Entrepreneurship and economic operations (8 credits)
4. Means of transport (12 credits)
5. Logistics of freight flows (24 credits)

#### Optional Models in Specialist Education (10 credits)

6. International goods exchange (10 credits)
7. Passenger flow logistics (5 credits)
8. Means of mechanisation (5 credits)
9. Automation and robotisation (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 (14 credits):

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

### VOCATIONAL MATURA:

#### Mandatory part:

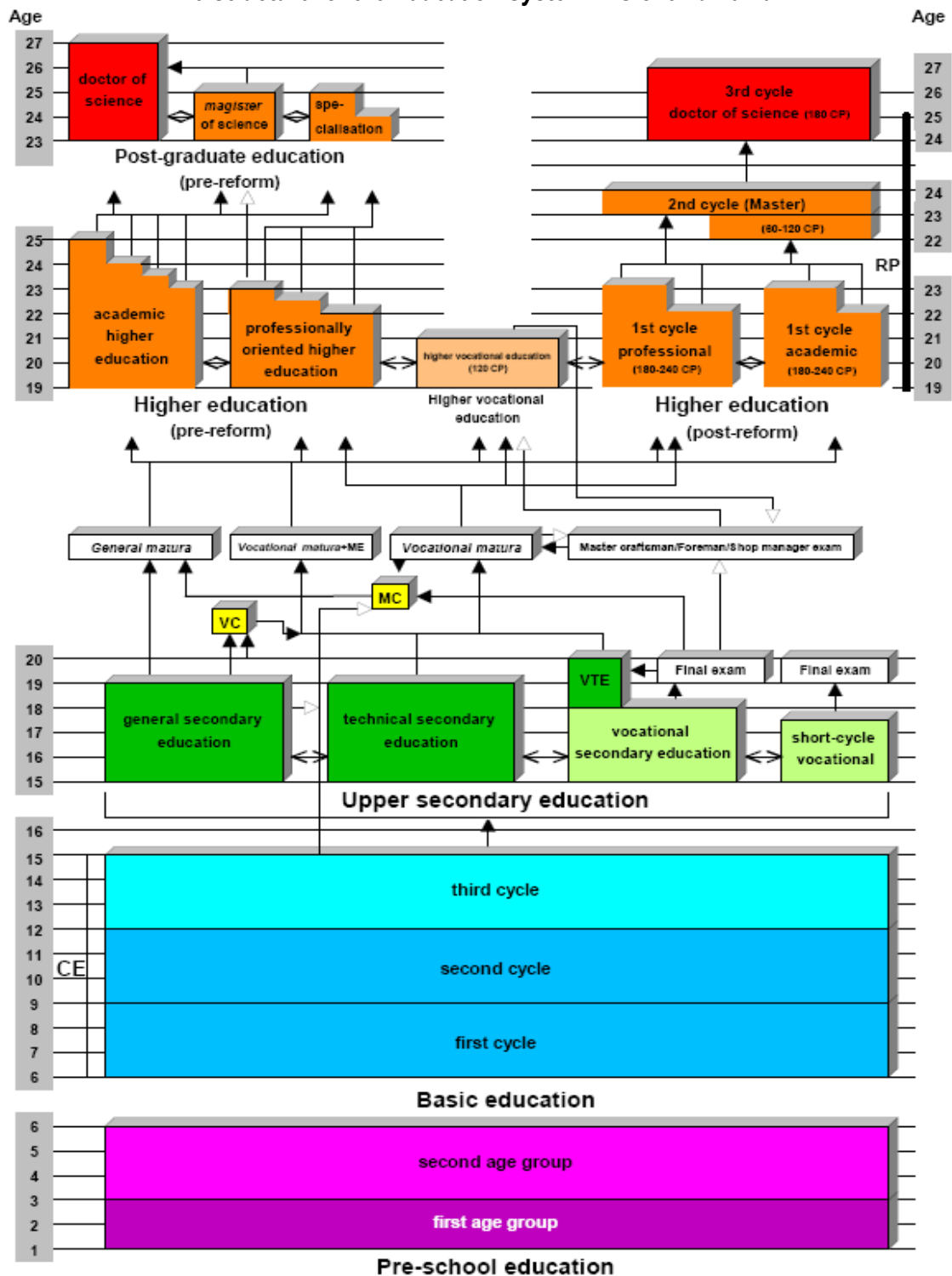
- written and oral exam of Slovenian language
- written and oral exam in Logistics.

#### 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