

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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1. TITLE OF THE CERTIFICATE AND OF THE EDUCATION PROGRAMME (SL) ⁽¹⁾

Spričevalo o poklicni maturi po izobraževalnem programu:

ELEKTROTEHNIK

(ID: 845117)

⁽¹⁾ In native language.

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

School-leaving certificate:

ELECTROTECHNICIAN

(ID: 845117)

⁽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;
- programme simple applications on programmable devices as well as programme, assemble and wire programmable relays;
- 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;
- perform basic measurements and maintenance works of electrical and communication installations, interpret results and identify errors;
- set up necessary operating system settings and provide basic support to users when employing user software;
- adhere to measures for safe work with electrical appliances;

Optional:

- connect users by employing remote control elements;
- carry out electrical engineering calculations by way of design procedures of user circuits and protection;
- connect and test engines for safe operation, draw up measurement protocols and mechanically connect the engine on the powered machine;
- perform wiring, connecting, programming and setting up of parameters of primitives in control and regulation systems and carry out regulations;
- connect and maintain low voltage power system elements and appliances as well as perform measurements;
- consult upon the introduction of measures leading to efficient energy use and renewable sources of energy;
- prepare and manage simple assembly and maintenance works on production and transmission facilities;
- perform less complex switching manipulations in power generation and transmission;
- compile, maintain, rectify errors and service computer hardware;
- protect the system against abuse and programme intruders;
- prepare and manage works in distribution networks;
- draw up power supply contracts;
- make and maintain simple pneumatic, pneumatic-electric and hydraulic controls;
- programme, assemble, set up, monitor and control the operation, carry out measurements and rectify errors in simple automated units;
- plan and programme microprocessor wiring;
- control, capture and regulate with microprocessor wiring;
- be familiar with basic production principles and the relevance of satisfying power needs;
- connect, set up parameters and maintain electrical and mechanical converters;
- select, assemble, set up, manage and repair audio and video system components;
- set up local HF networks and install aerial devices;
- record, archive and reproduce sound, image and video in digital format;
- design preparation of photos and videos;
- manage computer hardware and software for recording/editing/reproduction of audio-visual contents;
- use computer formats to record text, graphic, video, sound and other media contents;
- plan development, setting up, upgrade and maintenance of a web portal and web applications in line with customer demands;
- manipulate database data;
- use digital photo capture devices;
- design web sites and other documents for the electronic media;
- select, install, assemble and wire sensors and measurement converters;
- capture, store, process and present captured process quantities in the lab and industrial environment by way of IT applications.

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 power generation, transmission and sale namely training participants with elective modules in energy and switching technology;
- production units for assembly, repair and maintenance of automated units as well as product control namely training participants with elective modules in automatics;
- production, assembly, repair, maintenance and sale of electrical and electronic appliances and machines namely training participants with elective modules in electronics;
- design of different electronic materials, web site design and sale of multimedia products namely training participants with elective modules in multimedia.

⁽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: 5220	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	4 years
Number of credits ²	240 credits
General education	100 credits
Professional education	86 credits
Practical education at the employer	7 credits
Extracurricular activities	14 credits
Open curriculum ³	29 credits
Vocational matura	4 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 (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 (24 credits)
2. Mathematics (19 credits)
3. Foreign language (20 credits)
4. Art (3 credits)
5. History (5 credits)
6. Geography (3 credits)
7. Sociology or psychology (3 credits)
8. Physics (6 credits)
9. Chemistry (3 credits)
10. Physical education (14 credits)

PROFESSIONAL EDUCATION:

Mandatory Models in Specialist Education (46 credits)

1. Computer systems with technical communication (6 credits)
2. Use of ICT in administration (6 credits)
3. Management of programmable devices (8 credits)
4. Making basic circuits (10 credits)
5. Planning and connecting electrical appliances (10 credits)
6. Making electrical and communication installations (6 credits)

Optional Models in Specialist Education (40 credits)

7. Planning electrical installations (8 credits)
8. Driving technology (8 credits)
9. Use of regulations (8 credits)
10. Operation of electric power systems (8 credits)
11. Power generation and transmission (8 credits)
12. Computer equipment maintenance (8 credits)
13. Distribution network management (8 credits)
14. Use of microprocessor appliances (8 credits)
15. Power generation and conversion (8 credits)
16. Information transfer and recording (8 credits)
17. Multimedia technology equipment (8 credits)
18. Audio-visual communications (8 credits)
19. Web applications in multimedia technology (8 credits)
20. Computer design (8 credits)
21. Planning of automated units (8 credits)
22. Capture and processing of process quantities (8 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

EXTRACURRICULAR ACTIVITIES (14 credits):

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

VOCATIONAL MATURA:

Mandatory part:

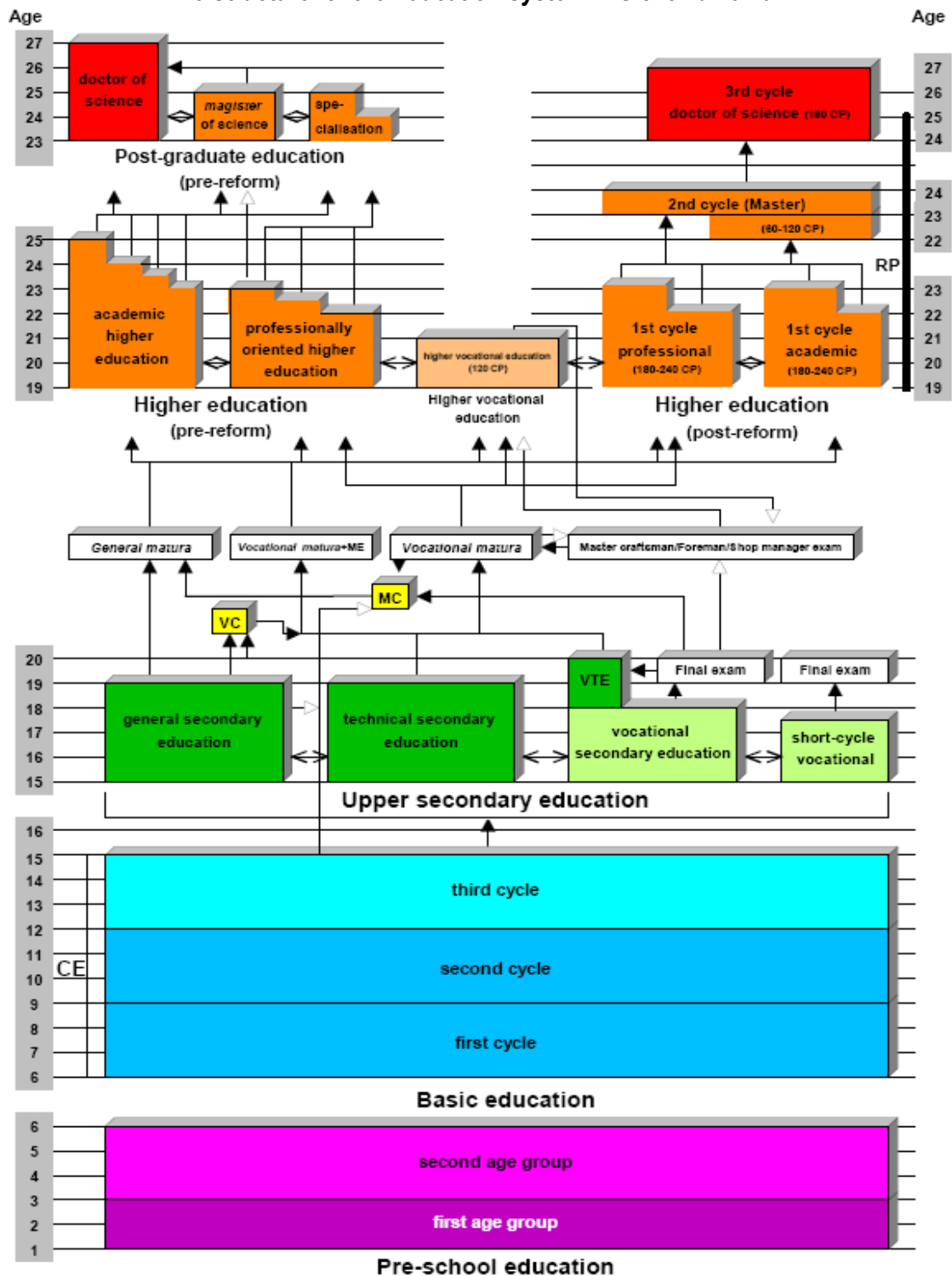
- written and oral exam of Slovenian language
- written and oral exam in Electrotechnology.

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