

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:
GASTRONOMIJA IN TURIZEM**

(ID: 125503)

⁽¹⁾ In native language.

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

**School-leaving certificate:
GASTRONOMY AND TOURISM**

(ID: 125503)

⁽¹⁾ This translation has no legal status.

3. ACQUIRED KNOWLEDGE, SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- adapt a catering and tourist offer to different target groups;
- undertake preparation procedures and serve meals;
- perform catering and hotel activities in compliance with regulations and develop a property;
- communicate in the business context in Slovenian and two foreign languages;
- use contemporary ICT tools;
- present and communicate information on Slovenia's natural and cultural heritage;
- draw up, design and prepare menus, menu lists, wine lists and beverage price lists;
- provide and sell catering facility services;

Optional:

- prepare dishes from all types of food and ensure they are included in menus for regular meals;
- plan, organise and provide for regular and special meals;
- prepare typical Slovenian national dishes, other nation's dishes, various forms of alternative nutrition dishes and basic diets;
- perform preparatory and finishing catering activities and prepare an offer in writing;
- serve dishes, meals, beverages and drinks in different ways and in different types of catering facilities;
- plan, organise and serve complex and extraordinary special meals in catering facilities and outside their premises;
- include and prepare dishes and mixed beverages by way of a catering offer before a guest and recommend beverages to complement dishes and menus;
- conduct tasks linked to accompanying tourist guiding services and information;
- sell tourist products, plan package programmes, search information, carry out booking and payment procedures;
- search, evaluate data and submit information on tourist programmes in a host of foreign languages;
- provide reception services, communicate information and liaise work between departments;
- prepare menus for diets in cooperation with a diet expert;
- select permitted food and appropriate technology procedures, prepare dishes and drinks for different diet and service;
- take an order, elaborate an offer, organize, manage and conduct catering;
- make different food decorations and control the quality of raw materials and products by employing different methods;
- prepare typical dishes in a traditional and contemporary fashion by providing for proper service;
- organize, evaluate and carry out complex, attractive and special animation categories;
- compile flat-rate programmes for interesting destinations for the market by including accompanying documents and by calculating performance and by reporting on the success of the programme;
- organize, manage and control supplementary activities in a hotel;
- promote, coordinate and network individual tourist entities within a tourist destination;
- prepare national, complex restaurant confectionery wares and confectionery wares from different cuisines;
- include and prepare dishes and mixed beverages by way of a catering offer before a guest.

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:

- accommodation facilities (hotels, motels, boarding houses, hostels, mountain huts and cabins, tourist farms);
- food facilities (restaurants, inns, cafes, amusement facilities, food preparation and delivery facilities, mobile catering facilities -train, ship, airplane, facilities offering large quantities of meals -hospitals, schools) namely training participants with elective catering modules;
- organisers of tourist travels, tourist agents (tourist agencies, travel clubs, tourist offices) and tourist information offices namely training participants with elective catering modules.

⁽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	
<p>Name and status of the body awarding the certificate</p> <p>The institution is accredited with the Ministry of Education, Science, Culture and Sports.</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Ministry of Education, Science, Culture and Sports Masarykova 16 SI-1000 Ljubljana http://www.mss.gov.si/</p>
<p>Level of the certificate (national or international)</p> <p>Technical secondary education European classification ISCED 3 National classification ¹ KLASIUS-SRV: 15001 KLAIUSUS-P: 8119</p>	<p>Grading scale</p> <p>5 – excellent 4 – very good 3 – good 2 – sufficient</p>
<p>Access to next level of education/training</p> <p>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.</p>	<p>International agreements</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>Legal basis</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	4 years
Number of credits ²	240 credits
General education	110 credits
Professional education	75 credits
Practical education at the employer	10 credits
Extracurricular activities	14 credits
Open curriculum ³	27 credits
Vocational matura	4 credits
<p>Entry requirements</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>Additional information</p> <ul style="list-style-type: none"> - 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 1 (20 credits)
4. Foreign language 2 (8 credits)
5. Art (3 credits)
6. History (5 credits)
7. Geography (5 credits)
8. Sociology or Psychology (3 credits)
9. Physics (3 credits)
10. Chemistry (3 credits)
11. Biology (3 credits)
12. Physical education (14 credits)

PROFESSIONAL EDUCATION:

Mandatory Models in Specialist Education (32 credits)

1. Catering and tourism basics (8 credits)
2. Entrepreneurship and legislation (8 credits)
3. Business communication and ICT (8 credits)
4. Natural and cultural heritage (8 credits)

Optional Models in Specialist Education (43 credits)

5. Preparing regular meals (12 credits)
6. Preparing extraordinary meals (12 credits)
7. Serving regular meals (8 credits)
8. Serving extraordinary meals (8 credits)
9. Tourist guide and accompanying services (12 credits)
10. Advise and sell tourist products (8 credits)
11. Processing of tourist information (12 credits)
12. Hotel and reception services (8 credits)
13. Preparation of diet dishes (3 credits)
14. Catering (3 credits)
15. Aesthetics and sensorics (3 credits)
16. Culinary art and vines in Slovenia and the world (3 credits)
17. Animation (6 credits)
18. Organization of tourist services (6 credits)
19. Supplementary hotel activities (3 credits)
20. Tourist destination management (3 credits)
21. Restaurant confectionery (3 credits)
22. Preparing dishes before a guest and mixing beverages (3 credits)

OPEN CURRICULUM (27 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:

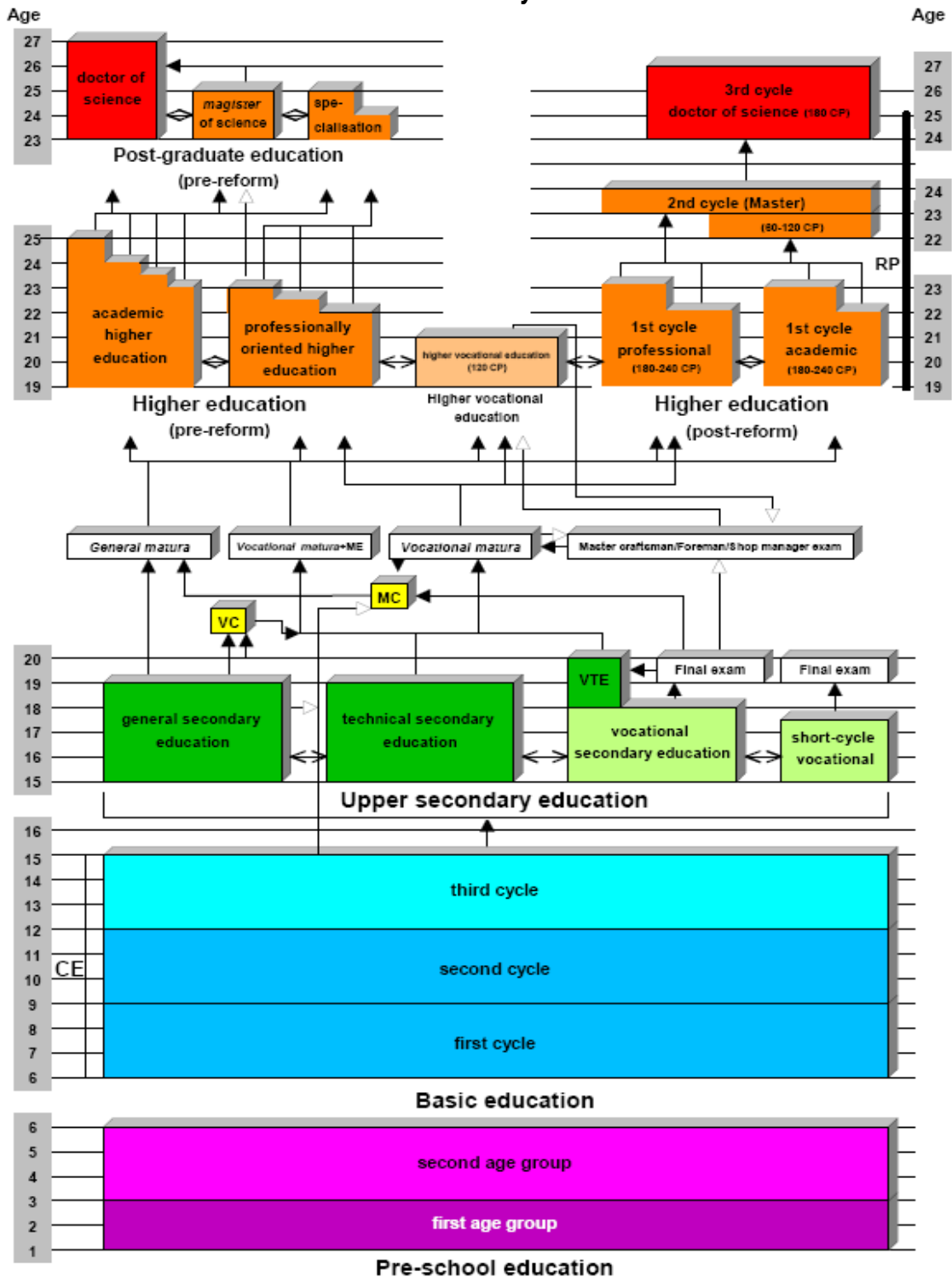
- written and oral exam of Slovenian language
- written and oral exam in Gastronomy and tourism with entrepreneurship.

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