

1. SCHOOL LEAVING CERTIFICATE FOR EDUCATIONAL PROGRAM (SL) ⁽¹⁾

Spričevalo o poklicni maturi po izobraževalnem programu:

EKONOMSKI TEHNIK (PTI) (VID)

(ID: 890225)

Izobraževalni program z enakovrednim izobrazbenim standardom, prilagojen za slepe in slabovidne dijake

⁽¹⁾ In original language.

2. TRANSLATION OF SCHOOL LEAVING CERTIFICATE FOR EDUCATIONAL PROGRAM (EN) ⁽²⁾

Certificate with vocational matura for educational program:

ECONOMIC TECHNICIAN

An educational programme with equal educational standards, adapted for blind and partially sighted students

⁽²⁾ In English.

3. ACQUIRED KNOWLEDGE , SKILLS AND PROFESSIONAL COMPETENCES

The holder of the certificate is qualified to:

- assess the impact of different economic decisions for the development of the economy, entire society and the environment;
- plan projects by employing appropriate ICT tools;
- plan, organise and manage work procedures in the company;
- calculate basic company performance indicators and basic statistical indicators as well as understand their use when analysing trends in the economy;
- act in line with legal system rules of a modern state;
- develop work responsibility in procedures leading to the establishment of a company;
- carry out marketing activities;
- employ modern ICT technology, work with resources, data and materials for completing documentation and keeping appropriate registers;

Optional:

- open, keep and close the account and use various payment instruments;
- sell and market financial services;
- record cash and non-cash transactions in books of account;
- post purchase and sale of material, goods and services;
- analyse marketing environment, consumption markets and purchase behaviour;
- conduct procurement, sales and marketing of products and services;
- write applications, invitations, minutes and draft simple decisions and conclusions;
- manage documentation from receipt to transmission or filing;
- sell insurance and perform controls, resolve simple loss events and procedures for settling of claims of recourse;
- sell simple bank services to natural persons and perform tasks in back office bank services;
- perform universal and other postal services pertaining to receipt and service of postal deliveries;
- calculate labour costs, keep accounting for fixed assets and conduct other bookkeeping tasks;
- carry out various methods and types of direct marketing, collect different market data and assess obtained results;

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 public administration, bank, insurance company, brokerage company, commercial department, secretariat, HR department, marketing communications department, accounting department and warehouse.

5. OFFICIAL BASIS OF THE CERTIFICATE	
<p>Name and address of the body awarding the certificate</p> <p>The institution is accredited with the Ministry of Education.</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Ministry of Education Masarykova 16 SI-1000 Ljubljana</p>
<p>Level of the certificate (national or international)</p> <p>Upper Secondary Technical Education Slovenian Qualification Framework: SOK 5 European Qualification Framework: EQF 4 ISCED: 0488</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 the Vocational Matura exam enables enrolment to higher vocational and professional study programmes. Passing an additional General Matura exam is required to enrol to one of the university study programmes, which allow 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 Vocational and Technical Education Act Slovenian Qualifications Framework Act Europass Decision</p>	
6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE	
Time of the education	2 year/s
Number of credits ¹	120 CP
General education	61 CP
Professional education	36 CP
Work base learning	3 CP
Other forms of education and training	4 CP
Open curriculum ²	12 CP
Vocational matura	4 CP
<p>Entry requirements</p> <p>The programme can be attended by anyone who has completed the programme of secondary vocational education and acquired one of the following titles: shop assistant, administrator or has completed equivalent education in line with previous regulations and is in possession of a corresponding orientation decision.</p>	
<p>Additional information</p> <ul style="list-style-type: none"> - Ministry of Education: Education programme and description of education and schooling in Slovenia - Institute of the Republic of Slovenia for Education and Training (www.cpi.si) - National Europass Centre (www.europass.si) 	

¹ One credit equals 25 hours of candidate's work.

² Goals of the open curriculum are defined by schools in cooperation with companies on a local/regional level.

7. MORE DETAILED DESCRIPTION OF EDUCATION AND TRAINING

GENERAL EDUCATION:

1. Slovene (13 CP)
2. Mathematics (10 CP)
3. Foreign language 1 (13 CP)
4. Foreign language 2 (4 CP)
5. Art (2 CP)
6. History (2 CP)
7. Geography (2 CP)
8. Sociology (2 CP)
9. Psychology (2 CP)
10. Biology (3 CP)
11. Chemistry (3 CP)
12. Physical education (7 CP)

PROFESSIONAL EDUCATION:

Mandatory Modules

1. Projects and company management (13 CP)
2. Performance of the economy and management economics (12 CP)

Optional Modules

1. Financial management (6 CP)
2. Material bookkeeping (6 CP)
3. Commercial management (6 CP)
4. Governance and administrative management (6 CP)
5. Insurance services (5 CP)
6. Bank management (5 CP)
7. Postal traffic (5 CP)
8. Financial bookkeeping (5 CP)
9. Direct marketing (5 CP)

OPEN CURRICULUM (12 CP)

PRACTICAL EDUCATION AND TRAINING

1. Practical training in school: CP
2. Practical training at the employer: CP

OTHER FORMS OF EDUCATION AND TRAINING (4 CP)

VOCATIONAL MATURA

Mandatory part:

- written and oral exam: Slovene
- written and oral exam: Economy

Optional part:

- written and oral exam:
- presenting and defending a project or service (4 CP):

OTHER NOTES

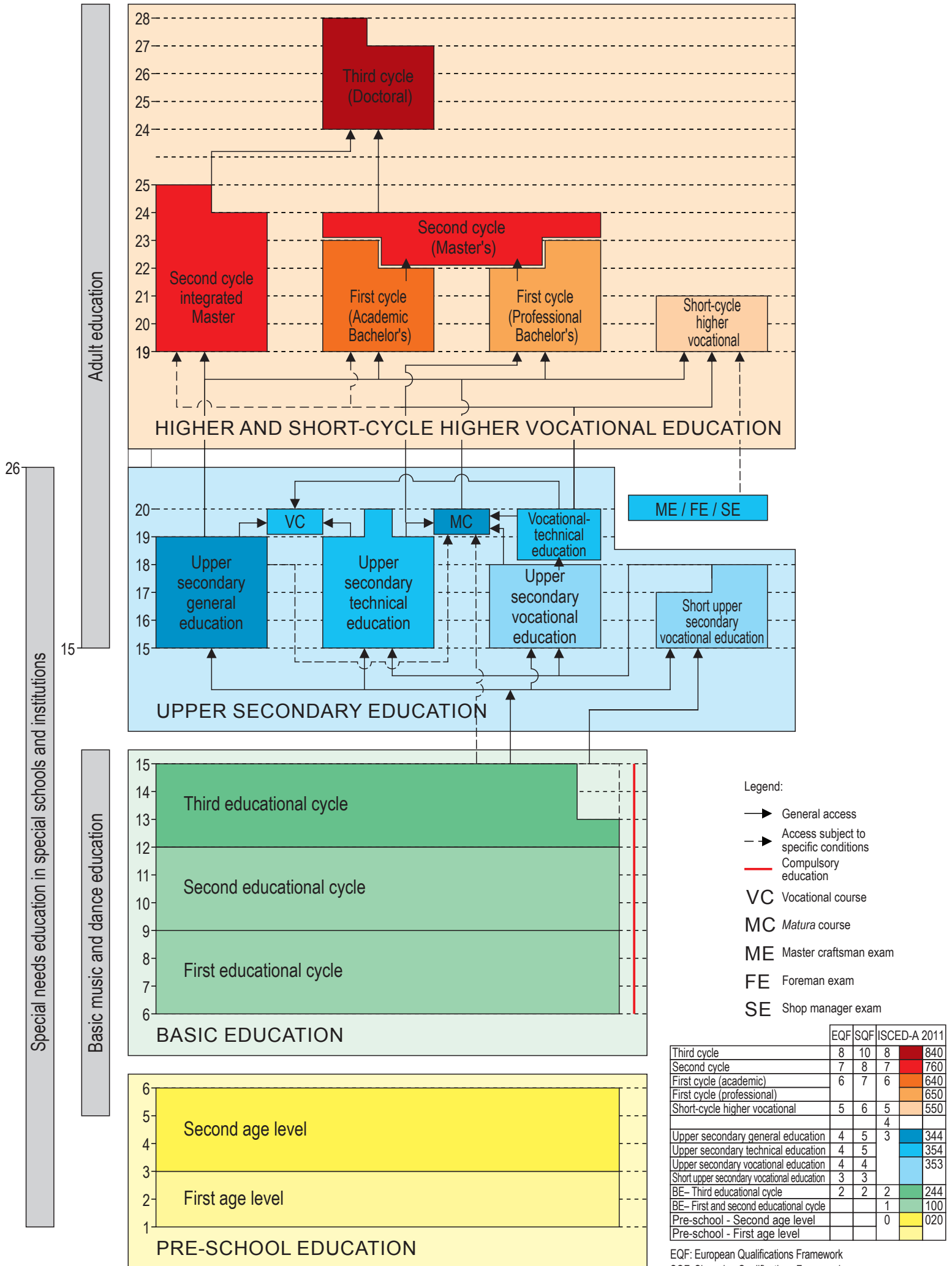
CERTIFICATE NO.:

HEADMASTER:

PLACE AND DATE OF ISSUE:

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STRUCTURE OF THE EDUCATION SYSTEM IN THE REPUBLIC OF SLOVENIA



From school/academic year 2017/2018