
Archived

Administrator/administratorka

Selected qualifications

Name of qualification	Administrator/administratorka
Translated title (no legal status)	Administrator
Type of qualification	Srednja poklicna izobrazba
Category of qualification	Izobrazba
Type of education	Upper secondary vocational education
Duration	3 years
Credits	180 credits
Admission requirements	<ul style="list-style-type: none">• Elementary school education or• lower vocational education.
ISCED field	Field Poslovne in upravne vede, pravo

ISCED subfield

subfield tajniško in administrativno delo

Qualification level

SQF 4
EQF 4
Third level

Learning outcomes

Certificate holders will be able to:

- master the use of modern information and office technology,
- write texts from drafts or dictation using ten-finger touch-typing,
- apply administrative procedure in working with clients using modern communication methods via electronic media,
- organise economically and pursue independent administrative, secretarial and office work in various fields, especially in employment and accounting.
- manage resources, archive material and data that need to be protected,
- independently complete forms and other documentation and keep appropriate records,
- develop a positive and responsible attitude to work, the profession and co-workers,
- act in line with social norms and the rules of a modern state based on the rule of law,

Elective:

- creating presentations using software and communicating via electronic media,
- performing administrative work from advertising to filling vacancies, organising and preparing meetings and business travel,
- creating simple websites and performing market communication with buyers,
- formulating accounting sheets, book entries and statistical data processing,
- writing invitations, decisions, business notes and completing forms in the working, administrative and other legal spheres.

Certificate holders supplement their key vocational knowledge and abilities with key general knowledge in line with national standards.

Assessment and completion

Students' vocational abilities and skills and the fulfilment of conditions to obtain credits in accordance with the relevant education programme are established through verification and assessment. Assessment of students also takes into account non-formally acquired knowledge, which must be adequately demonstrated. Students are assessed using grades from 5 (excellent) to 1 (inadequate).

Progression

Students may progress to the next year if at the end of the academic year they achieve passing grades in all general education subjects and relevant vocational modules set out in the school's operational curriculum, and have completed all extracurricular activities and practical on-the-job training, or progress on the basis of a programme faculty decision.

Transitions

Secondary technical, vocational or vocational-technical education; master craftsman/foreman/shop manager examination (SQF level 5)

Condition for obtaining certificate

Students must successfully (i.e. with passing grades) complete all general education subjects, compulsory and elective vocational modules, and the open part of the curriculum. They must also complete extracurricular activities, practical on-the-job training and pass a school-leaving examination. The school-leaving examination comprises a written and oral examination in Slovene, a product/service and an oral presentation.

Awarding body

Vocational and technical secondary schools and adult education institutions.

URL

<https://paka3.mss.edus.si/registriweb/ProgramPodatki.aspx?ProgramID=5738>
