

Archived

Administrator SI/administratorka SI

Selected qualifications

Name of qualification	Administrator SI/administratorka SI
Translated title (no legal status)	Administrator SI
Type of qualification	Srednja poklicna izobrazba
Category of qualification	Izobrazba
Type of education	Upper secondary vocational education
Duration	3 years
Credits	189 credits
Admission requirements	<ul style="list-style-type: none">• Elementary education or• lower vocational education or• equivalent education under previous regulations.

ISCED field

Field
Poslovne in upravne vede, pravo

ISCED subfield

subfield tajniško in administrativno delo

Qualification level

SQF 4
EQF 4

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,
- undertake economic organisation and autonomous administrative, secretarial and office work in various fields, especially employment relations 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 accordance 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,
- perform administrative work from advertising vacancies to concluding an employment relationship,
- organise and prepare 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.

The programme is adapted for provision in Slovene as the language of instruction in the ethnically mixed area of Slovenian Istria and also has the following special objectives:

- to develop communication skills in Italian and Slovene,
- to develop knowledge of the natural, cultural and historical heritage of the Italian national community and its mother nation,
- to teach respect for and understanding of ethnic and cultural diversity and promote cooperation between members of the Slovene nation and Italian national community. Certificate holders build on their key vocational knowledge and abilities with key general knowledge in line with national standards.

Assessment and completion

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

Progression

Students may progress to the next year if at the end of the academic year they achieve a positive assessment in all general education subjects and relevant vocational modules set out in the school's operational curriculum and have completed all extracurricular activities and work placement requirements.

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 positive scores) complete general education subjects, compulsory and elective vocational modules, and the open part of the curriculum. They must also complete extracurricular activities and work placement requirements and pass the vocational matura examination. The vocational matura comprises a compulsory section (written and oral examinations in Slovene and healthcare) and an elective section (written and oral examination in mathematics, a foreign language or Italian, and service with oral presentation).

Awarding body

Secondary vocational and technical schools.

URL

<https://paka3.mss.edus.si/registriweb/ProgramPodatki.aspx?ProgramId=8819>
