SLOVENSKO
OGRODJE
KVALIFIKACIJ

Archived

Asistent/asistentka v mednarodnem poslovanju

Selected qualifications

Name of qualification	Asistent/asistentka v mednarodnem poslovanju
Translated title (no legal status)	International operations assistant
Type of qualification	Nacionalna poklicna kvalifikacija, SOK raven 6
Category of qualification	Poklicna kvalifikacija
Admission requirements	• Secondary technical education in any stream or secondary general education.
ISCED field	Field Poslovne in upravne vede, pravo
ISCED subfield	subfield prodaja (trgovina) na debelo in drobno
Qualification level	SQF 6 EQF 5

Learning outcomes

Candidates will be able to:

- plan and organise their own work and the work of others,
- ensure the quality and efficiency of work in the working environment in accordance with regulations, good business practices and with standards,
- keep abreast of development of the profession,
- make rational use of energy, material and time,
- protect health and the environment,
- develop enterprise characteristics, skills and behaviour,
- communicate effectively with business partners and co-workers in line with social and cultural elements,
- use modern information and communication technologies and software tools,
- constantly monitor the market,
- gather information abroad,
- prepare the ground for decisions on buying or selling,
- perform pre-sale activities,
- calculate the costs of a project/service/product,
- sell in foreign markets,
- perform post-sale activities,
- perform activities prior to purchasing in a foreign market,
- participate in purchase negotiations,
- perform post-purchase activities,
- select external subcontractors,
- analyse data on the conditions of business cooperation in different countries,
- keep records, draft reports and archive documents on business partners,
- create and maintain a multicultural network of contacts.

Accessors

Verification and assessment are carried out by committees for the verification and validation of national vocational qualifications, appointed by the National Examination Centre (NEC). Committee members must be licensed by the National Examination Centre. Licences may be found here .

Assessment and completion

VALIDATION
During the counselling process, the candidate prepares a portfolio. The relevant committee assesses the portfolio and validates the catalogue content in part or full. If the committee is unable to validate all catalogue content, it assigns tasks to the candidate for verification.
VERIFICATION METHOD
Theoretical and practical with oral presentation.

Condition for obtaining certificate

Candidates demonstrate attainment of the knowledge, skills and competences defined in the catalogue of standards of vocational knowledge and skills.

Awarding body

Providers of procedures for identifying and validating national vocational qualifications are entered in a register of providers maintained in the relevant database of the National Reference Point for Occupational Qualifications. Providers include: vocational schools, companies, inter-company training centres, adult education centres and chambers of commerce.

URL

https://www.nrpslo.org/podrobnosti/npk/34100071