SLOVENSKO
OGRODJE
KVALIFIKACIJ

Diplomirani organizator kadrovskih in izobraževalnih sistemov (VS)/diplomirana organizatorka kadrovskih in izobraževalnih sistemov (VS)

Selected qualifications

Name of qualification	Diplomirani organizator kadrovskih in izobraževalnih sistemov (VS)/diplomirana organizatorka kadrovskih in izobraževalnih sistemov (VS)
Translated title (no legal status)	Bachelor of Applied Arts in Human resources and educational systems organisation
Type of qualification	Diploma prve stopnje (VS)
Category of qualification	Izobrazba
Type of education	Professional bachelor's education
Duration	3 years

Credits

180 credits

Admission requirements

In order to enrol in the first-cycle higher education professional study programme Organisation and Management of Human Resources and Educational Systems candidates must have completed a school-leaving examination in any four-year secondary school programme, or vocational matura or matura.

ISCED field

Field
Poslovne in upravne vede, pravo

ISCED subfield

subfield poslovanje in upravljanje, menedžment

Qualification level

SQF 7
EQF 6
First level

Learning outcomes

The qualification holder will be able to:

General competences:

General competences of a graduate of the first-cycle higher education professional study programme Organisation and Management of Human Resources and Educational Systems:

Students acquire professional knowledge and competence to apply scientific methods in addressing complex expert and work problems, develop an ability to communicate in the field of expertise and among fields of expertise, be professionally critical and demonstrate responsibility, initiative and autonomy in decision-making and management. A component of these programmes can also be practical education in work environment or participation in conducting research.

A competence is a capacity of an individual to effectively and successfully carry out a certain job. It is based on a relevant physical, social, mental and spiritual potential, knowledge, skills, values, beliefs, and is seen especially in the ability to efficiently use resources available. A person is competent if they have the potential needed to enable them to acquire relevant knowledge. On this basis a person can develop skills which enable them to be efficient in a certain field. At the same time their values, opinions and beliefs are of importance. In order for the competence to show, a person also need motivation. On the basis of own competences a person can carry out their work effectively, but in order to be successful, this knowledge must be needed (appreciated). Effectiveness certainly also means an ability to use available resources. The most important is using own resource, especially creativity, using the potentials of colleagues (intellectual capital) and classic resources (money, equipment, space and time). A person is competent even if they are not motivated for work, whereas in order to be effective, one must be motivated. A general competence comes from a universal fundamental knowledge of a subject or programme. General competencies comprise the general profile of a graduate. As part of a study process, not only knowledge develops in the direction of competence but also the attitude to the use of this knowledge, which is an

upbringing component that is but inseparably linked to an educational component.

Certain competences cannot be developed in an individual (the skill of separating colours), because knowledge has no dispositions, whereas others can be developed through whole life (learning languages). In the pilot study we have identified as relevant cognitive competences (ANALYTICAL CONCEPTUAL THINKING, LEARNING BASED ON RESEARCH, CREATIVE PROBLEM-SOLVING) that are the basis for understanding, logical reasoning and anticipation; personal competences (POSITIVE SELF-IMAGE, INITIATIVENESS, PERSEVERANCE, TENDENCY TO ACHIEVE SUCCESS, EMOTIONAL STABILITY) that are the basis for individual growth, responsibility development and achieving maturity; operative competences – the basis for a functional effectiveness and literacy; relationships competences (A SENSE OF INTERPERSONAL RELATIONSHIPS, COMMUNICATIVE SKILLS, TEAMWORK AND COOPERATION, USER ORIENTATION), developing reciprocity and cooperativeness; managerial competences (INFLUENCING OTHERS, AUTONOMOUS DECISION-MAKING, FELXIBILITY AND ADAPTABILITY, ETHICS), giving the basis for the development of managerial and leadership organisations roles; and organisational competences, giving the basis for the usage and coordination of available resources in time and space.

Subject-specific competences:

Subject-specific competences of a graduate of the first-cycle higher education professional study programme Organisation and Management of Human Resources and Educational Systems:

the graduates are distinctly application-oriented.

They are trained to use methodological knowledge in solving practical problems. They master operational organization and coordination of personnel and education activities in organisations. They carry out operative work in the field of personnel search and selection, hiring and firing workers, systematisation upgrading, complexity analyses, evaluation and remuneration for work. They plan and organise processes of career development, education and promotion of personnel, motivation for creative work, they regulate labour legislation relations and social standard of workers. They are trained for participation in conducting research on new knowledge needs, examine satisfaction of the employees, assess working atmosphere, motivation for work and quality of relationships among the employees. Their competence is strongly supported by the knowledge in the field of personnel management, personnel information systems, systemic analysis, organisation of manufacturing systems, implementation of project work, quality, accounting, systems for support in decision-making, process of social work, familiarity with business functions in an organisation etc.

Assessment and completion

Examination performance is graded as follows: 10 (excellent); 9 (very good: above-average knowledge but with some mistakes); 8 (very good: solid results); 7 (good); 6 (adequate: knowledge satisfies minimum criteria); 5–1 (inadequate). In order to pass an examination, a candidate must achieve a grade between adequate (6) and excellent (10).

Progression

Conditions for progression in the second year: students progress in the second year if they have

accumulated a minimum of 40 credits from fulfilling the requirements of the first year.

Conditions for progression in the third year: students progress in the third year if they have fulfilled all requirements of the first year (accumulated 60 credits) and have accumulated a minimum of 45 credits in the second year.

Transitions

Second-cycle master's study programmes (SQF level 8)

Condition for obtaining certificate

Students complete the studies by fulfilling all the prescribed requirements in the programme and by a successfull defence of a thesis, accumulating in total a minimum of 180 credits.

Awarding body

University of Maribor, Faculty of Organisational Sciences

URL

https://fov.um.si/en