
Ekonomski tehnik/ekonomska tehnica

Selected qualifications

Name of qualification	Ekonomski tehnik/ekonomska tehnica
Translated title (no legal status)	Economic Technician
Type of qualification	Srednja strokovna izobrazba
Category of qualification	Izobrazba
Type of education	Upper secondary technical education
Duration	4 years
Credits	240 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 interdisciplinarne izobraževalne aktivnosti/izidi, pretežno poslovne in upravne vede, pravo

Qualification level

SQF 5
EQF 4

Learning outcomes

Certificate holders will be able to:

- evaluate the consequences of various economic decisions for the development of the economy, the whole of society and nature,
- plan projects using appropriate information and communication technology,
- plan, organise and lead work processes in a company,
- calculate basic indicators of a company's performance and basic statistical indicators, and understand their use in analysing economic phenomena,
- act in accordance with the rules of the legal system of a modern state,
- develop working responsibility in procedures to establish companies,
- perform marketing activities,
- use modern ICT, work with resources, data and materials, to complete documentation and keep relevant records,

Elective:

- performing the procedure of opening, managing and closing an account and using various payment instruments,
- sales and marketing of financial services,
- recording cash and non-cash transactions in the accounts,
- keeping ledgers of procurement and sales of materials, goods and services,
- analysing the marketing environment, user markets and buying behaviour,
- procurement, sales and marketing of products and services,
- composing applications, invitations and minutes and writing simple decisions,
- handling documentary material from receipt to dispatch or storage,
- insurance sales and performing checks, basic resolving of damage cases and procedures for repayment of claims of recourse,
- selling basic banking services to private individuals and performing tasks in support departments of banks,
- performing universal and other postal services relating to the receipt and delivery of postal consignments,
- accounting for labour costs, keeping accounts of fixed assets and performing other accounting work,
- performing various methods and forms of direct marketing, gathering a variety of market data and evaluating the results obtained.

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

Matura/vocational course, higher vocational education (SQF level 6), professional higher education (SQF level 7) and academic higher education (SQF level 7)

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 and on-the-job training and pass the vocational matura examination. A vocational matura comprises a compulsory section (written and oral examination in Slovene and the economy) and an elective section (written and oral foreign language or mathematics examination, and 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=5840>
