SLOVENSKO
OGRODJE
KVALIFIKACIJ

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	2 years
Credits	120 credits
Admission requirements	Anyone who has successfully completed secondary vocational education and obtained one of the following secondary vocational qualifications: • retailer, administrator, or • obtained an equivalent qualification under previous regulations.

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

The holder of the certificate is qualified to:

- assess the impact of different economic decisions for the development of the economy, entire society and the environment;
- plan projects by employing appropriate ICT tools;
- plan, organise and manage work procedures in the company;
- calculate basic company performance indicators and basic statistical indicators as well as understand their use when analysing trends in the economy;
- act in line with legal system rules of a modern state;
- develop work responsibility in procedures leading to the establishment of a company;
- carry out marketing activities;
- employ modern ICT technology, work with resources, data and materials for completing documentation and keeping appropriate registers;

Optional:

Financial management:

- open, keep and close the account and use various payment instruments;
- sell and market financial services;

Material bookkeeping:

- record cash and non-cash transactions in books of account;
- post purchase and sale of material, goods and services;

Commercial management:

- analyse marketing environment, consumption markets and purchase behaviour;
- conduct procurement, sales and marketing of products and services;

Governance and administrative management:

- write applications, invitations, minutes and draft simple decisions and conclusions;
- manage documentation from receipt to transmission or filing;

Insurance services:

- sell insurance and perform controls, resolve simple loss events and procedures for settling of claims

of recourse;

Bank management:

- sell simple bank services to natural persons and perform tasks in back office bank services;

Postal traffic:

- perform universal and other postal services pertaining to receipt and service of postal deliveries;

Financial bookkeeping:

- calculate labour costs, keep accounting for fixed assets and conduct other bookkeeping tasks;

Direct marketing:

- carry out various methods and types of direct marketing, collect different market data and assess obtained results.

In addition, the holder of the certificate also upgraded his/her key professional skills and competences with key general knowledge and skills 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 a passing grade 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 vocational modules, 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 economy) and an elective section (written and oral examination in a foreign language or mathematics and a product/service with oral presentation).

Awarding body

Vocational and technical secondary schools and adult education institutions.

URL

https://paka3.mss.edus.si/registriweb/ProgramPodatki.aspx?ProgramId=6378