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	1 year
Credits	60 credits
Admission requirements	Applicants have to successfully complete the fourth form of the grammar school or the final year of the secondary professional education programme.
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:

- open, keep and close the account and use various payment instruments;
- sell and market financial services;
- record cash and non-cash transactions in books of account;
- post purchase and sale of material, goods and services;
- analyse marketing environment, consumption markets and purchase behaviour;
- conduct procurement, sales and marketing of products and services;
- write applications, invitations, minutes and draft simple decisions and conclusions;
- manage documentation from receipt to transmission or filing;
- sell insurance and perform controls, resolve simple loss events and procedures for settling of claims of recourse;
- sell simple bank services to natural persons and perform tasks in back office bank services;
- perform universal and other postal services pertaining to receipt and service of postal deliveries;
- calculate labour costs, keep accounting for fixed assets and conduct other bookkeeping tasks;
- 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).

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=8141