SLOVENSKO
OGRODJE
KVALIFIKACIJ

Ekonomski tehnik SI/ekonomska tehnica SI

Selected qualifications

Name of qualification	Ekonomski tehnik SI/ekonomska tehnica SI
Translated title (no legal status)	Economic Technician SI
Type of qualification	Srednja strokovna izobrazba
Category of qualification	Izobrazba
Type of education	Upper secondary technical education
Duration	4 years
Credits	253 credits
Admission requirements	• Elementary education or • lower vocational education or • equivalent education 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

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 information and communication technologies,
• 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,
• handle documentary material from receipt to dispatch or storage,
• sell insurance and perform checks,
• undertake simple resolution 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,
• calculate labour costs,
• keep accounts of fixed assets and carry out other accounting work,
• undertake various methods and forms of direct marketing,
• gather a variety of market data and evaluate the results obtained.

The programme is adapted for provision in Slovene as the language of instruction in the ethnically mixed area of Slovenian Istria and also has the following special objectives:

• to develop communication skills in Italian and Slovene,
• to develop knowledge of the natural, cultural and historical heritage of the Italian national community and its mother nation,

• to teach respect for and understanding of ethnic and cultural diversity and promote cooperation between members of the Slovene nation and Italian national community. Certificate holders build on their key vocational knowledge and abilities with key general knowledge in line with national standards.

Assessment and completion

Students' vocational competences and skills, and the fulfilment of conditions to obtain credits in accordance with the education programme are established through testing and assessment. Assessment of students also takes into account non-formally acquired knowledge, which must be adequately demonstrated. Students are assessed using scores 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 positive assessment in all general education subjects and relevant vocational modules set out in the school's operational curriculum and have completed all extracurricular activities and work placement requirements.

Transitions

Secondary technical, vocational or vocational-technical education; master craftsman/foreman/shop manager examination (SQF level 5).

Condition for obtaining certificate

Students must successfully (i.e. with positive scores) complete general education subjects, compulsory and 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 healthcare) and an elective section (written and oral examination in mathematics, a foreign language or Italian, and service with oral presentation).

Awarding body

Secondary vocational and technical schools.

URL

https://paka3.mss.edus.si/registriweb/ProgramPodatki.aspx?ProgramId=8843