

Operativni upravnik/operativna upravnica

Selected qualifications

Name of qualification	Operativni upravnik/operativna upravnica
Translated title (no legal status)	Operative building manager
Type of qualification	Nacionalna poklicna kvalifikacija, SOK raven 6
Category of qualification	Poklicna kvalifikacija
Admission requirements	<ul style="list-style-type: none">• education at least at SQF level 6 or• education at least at the level of SQF 5 and at least 3 years of work experience, which the candidate proves with a formal certificate from the competent organization that was responsible for the implementation of activities.
ISCED field	Field Poslovne in upravne vede, pravo
ISCED subfield	subfield prodaja (trgovina) na debelo in drobno
Qualification level	SQF 6 EQF 5

Learning outcomes

The candidate is able to:

- analyze, plan and organize maintenance work for the smooth use and operation of real estate
- prepare the necessary documentation for real estate management
- advise property owners on matters related to the management, maintenance and operation of real estate and energy saving
- perform technical and professional work in the management, maintenance and operation of real estate
- perform technical accounting work related to real estate management and maintenance
- obtain, collect, process and transmit data necessary for the conduct of proceedings before judicial, administrative and other bodies
- increase the volume and value of real estate in the management portfolio and obtain competitive offers from service providers
- keep records, prepare reports and archive documentation
- manage and coordinate the implementation of maintenance and other works and carry out their supervision
- act in accordance with regulations, standards and codes on real estate management and good business practice
- communicate with property owners and users, service providers, suppliers, employees, local community, administrative bodies and other professional services, taking into account the principles of successful communication and business etiquette using modern information and communication technology
- act in accordance with regulations for the safe use of real estate and environmental protection principles

Accessors

Verification and assessment are carried out by committees for the verification and validation of national vocational qualifications, appointed by the National Examination Centre (NEC). Committee members must be licensed by the National Examination Centre. Licences may be found [here](#).

Assessment and completion

VALIDATION

During the guidance process the candidate prepares a portfolio, which is assessed by a committee. If the portfolio submitted by the candidate contains authentic, valid and adequate proof of the knowledge, skills and competences defined in the occupational standard, the committee may:

- validate the contents of the occupational standard in full,
- validate the contents of the occupational standard in part and define the knowledge, skills and competence to be verified,
- refuse to validate any of the contents of the occupational standard because the candidate has not provided proof of any of the knowledge, skills and competences defined in the occupational standard, in which case it will verify the occupational standard in full.

METHODS OF VERIFICATION

Written examination and oral examination.

The written examination represents 50% of the total assessment of the examination, and the candidate must achieve at least 60% of the points in the written part as a condition for being able to take the oral examination. The written test takes 120 minutes.

Condition for obtaining certificate

Candidates demonstrate attainment of the knowledge, skills and competences defined in the catalogue of standards of vocational knowledge and skills.

Awarding body

Providers of procedures for identifying and validating NVQs are entered in a register of providers maintained in the collection of the national information centre for vocational qualifications. These are: vocational schools, businesses, B2B training centres, adult education centres and chambers of commerce.

URL

<https://www.nrpslo.org/podrobnosti/izvajalec-pregled/48712851>
