SLOVENSKO
OGRODJE
KVALIFIKACIJ

Organizator/organizatorka poslovanja

Selected qualifications

Name of qualification	Organizator/organizatorka poslovanja
Translated title (no legal status)	Operations organiser
Type of qualification	Nacionalna poklicna kvalifikacija, SOK raven 6
Category of qualification	Poklicna kvalifikacija
Admission requirements	At least three years' professional experience in management and administration, supported by credible documents showing the time and content of the work (for example: letters of reference, reports signed by the person responsible, contracts, proof of student work, declarations, etc.).
ISCED field	Splošne izobraževalne aktivnosti/izidi
Qualification level	SQF 6 EQF 5

Learning outcomes

The candidate is able to:

- analyse, plan, organise and implement his/her own work and that of the organisational unit in accordance with quality standards and applicable legislation,
- ensure his/her own safety in accordance with the assessed risks and protect health and the environment,
- to lead and motivate colleagues, acting responsibly, entrepreneurially and ethically in the pursuit of professional and personal development,
- communicate with different stakeholders, taking into account the principles of business communication,
- manage administration and other work using modern information and communication technology,
- organise, prepare, manage and coordinate business processes in accordance with the rules and business guidelines,
- implement business process improvements,
- apply standards for work process structures, etc.).

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. tukaj .

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 OF VOCATIONAL KNOWLEDGE AND SKILLS
Practical examination by oral defense.

Condition for obtaining certificate

Kandidat dokaže, da dosega znanja, spretnosti in kompetence, določene v katalogu standardov strokovnih znanj in spretnosti.

Awarding body

Izvajalci postopkov za ugotavljanje in potrjevanje NPK so vpisani v register izvajalcev, ki se vodi v zbirki nacionalnega informacijskega središča za poklicne kvalifikacije. To so: poklicne šole, podjetja, medpodjetniški izobraževalni centri, šole za izobraževanje odraslih, gospodarske zbornice.

URL

https://www.nrpslo.org/podrobnosti/izvajalec-pregled/24282421