SLOVENSKO
OGRODJE
KVALIFIKACIJ

Organizator/organizatorka poslovnih srečanj in dogodkov

Selected qualifications

Name of qualification	Organizator/organizatorka poslovnih srečanj in dogodkov
Translated title (no legal status)	Convention/event organiser
Type of qualification	Nacionalna poklicna kvalifikacija, SOK raven 6
Category of qualification	Poklicna kvalifikacija
Admission requirements	• General secondary or technical secondary education • 5 years of work experience in the field of tourism and • knowledge of a foreign language - English - knowledge at a level comparable to B1 (as evidenced by the candidate with a final certificate of secondary general education for the subject of English or with a general or vocational matura in English at least B1, with another valid certificate for level at least B1, with a certificate of successful completion of at least primary education in English, issued in Slovenia or abroad)
ISCED field	Storitve

ISCED subfield

Potovanja, turizem, prosti čas

Qualification level

SQF 6
EQF 5

Learning outcomes

The candidate is able to:

- plan, prepare and control their own work
- to ensure the quality and performance of work in the work environment in accordance with standards and the code of ethics
- communicate with employees, clients and customers and observe business ethics when communicating with various stakeholders
- communicate in English in everyday work situations
- to develop entrepreneurial qualities, skills, knowledge and take care of their constant development
- use modern information and communication technology
- monitor the situation on the domestic and international market of organizing business meetings and events and trends in this activity
- advise clients and cooperate with business partners, clients and organizing committees in charge of organizing business meetings and events
- prepare offers for the organization of business meetings and events and carry out marketing activities
- prepare various costs for the organization of business meetings and events
- plan, organize and participate in the implementation of business meetings and events
- organize and coordinate the implementation of other accompanying activities and other accompanying services
- rational use of energy, material and time
- ensure occupational safety and comply with environmental 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 OF VOCATIONAL KNOWLEDGE AND SKILLS - Service with an oral presentation.

The candidate performs a service that proves the mastery of the required occupational competences according to the requirements of the occupational standard and taking into account the prescribed documentation. In addition to the practical task, an oral defense of the completed task is performed, which includes a knowledge test in accordance with the occupational standard Convention/event organiser.

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/npk/03546861