

Archived

# Računovodja/računovodkinja za manjše družbe, samostojne podjetnike in zavode

## Selected qualifications

<b>Name of qualification</b>	Računovodja/računovodkinja za manjše družbe, samostojne podjetnike in zavode
<b>Translated title (no legal status)</b>	Accountant for small companies, sole traders and institutes
<b>Type of qualification</b>	Nacionalna poklicna kvalifikacija, SOK raven 6
<b>Category of qualification</b>	Poklicna kvalifikacija
<b>Admission requirements</b>	<ul style="list-style-type: none"><li>• Secondary technical or general education.</li></ul>
<b>ISCED field</b>	Field Poslovne in upravne vede, pravo
<b>ISCED subfield</b>	subfield računovodstvo in revizija

## Qualification level

SQF 6  
EQF 5

## Learning outcomes

Candidates will be able to:

- plan, organise and manage the work process in the accounts department,
- ensure the quality and efficiency of work in the working environment, protect business secrets and operate in accordance with the code of ethics in accounting,
- keep abreast of and observe the relevant laws and regulations, especially accounting standards and tax law,
- make rational use of energy, material and time,
- protect health and the environment,
- develop enterprise characteristics, skills and behaviour,
- cooperate with internal and external users of accounting information,
- use modern information and communication technologies and software tools,
- compose various accounting pro-forma invoices and accounts for settlement,
- examine accounts and write reports,
- perform accounting work in the non-commercial sector,
- perform accounting work in accounting service providers,
- organise and implement accounting supervision.

## 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 counselling process, the candidate prepares a portfolio. The relevant committee assesses the portfolio and validates the catalogue content in part or full. If the committee is unable to validate all catalogue content, it assigns tasks to the candidate for verification.

### VERIFICATION METHOD

Practical verification with an oral presentation.

## 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 national vocational qualifications are entered in a register of providers maintained in the relevant database of the National Reference Point for Occupational Qualifications. Providers include: vocational schools, companies, inter-company training centres, adult education centres and chambers of commerce.

URL

<https://www.nrpslo.org/podrobnosti/npk/34400021>

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