

Trgovski poslovodja/trgovska poslovodkinja

Selected qualifications

Name of qualification	Trgovski poslovodja/trgovska poslovodkinja
Translated title (no legal status)	Retail manager
Type of qualification	Poslovodja
Category of qualification	Izobrazba
Type of education	Upper secondary technical education
Admission requirements	<p>Fulfilment of one of the following conditions:</p> <ul style="list-style-type: none">• the candidate has obtained secondary vocational education in an appropriate stream and has at least three years' working experience in the field in which he/she wishes to sit the manager's examination,• the candidate has obtained secondary technical education in an appropriate stream and has at least three years' working experience in the field in which he/she wishes to sit the manager's examination,• the candidate has at least higher professional education in an appropriate stream and has at least one year's working experience in the field in which he/she wishes to sit the manager's examination.

ISCED field

ISCED subfield

Qualification level

SQF 5
EQF 4

Learning outcomes

The retail manager will be able to:

- organise and manage work in a retail shop,
- determine the range of goods,
- organise the commercial and working procedures of procurement, receiving, storage, preparation for sale and sales of goods and services,
- study market conditions and decide on steps to take,
- calculate sales prices and determine payment conditions,
- conduct financial transactions, keep records in the shop and compose accounts and reports,
- deal with refund claims from buyers and suppliers,
- analyse operating results,
- monitor the quality of the working process,
- insure and protect property,
- offer mentoring.

Accessors

Members of examination boards for each examination unit separately. Appointed by the minister responsible for education. Appointment may be renewed every 4 years.

Assessment and completion

Candidates sit a manager's examination, which consists of four units:

- a practical unit,
- a specialised theoretical unit,
- a business management and economics unit, and
- a teaching/instruction unit.

Condition for obtaining certificate

Candidates must pass all four units of the manager's examination to receive the title of retail manager.

Awarding body

Slovenian Chamber of Commerce

URL

<http://www.tzslo.si/Splosna-zakonodaja/Izobrazevanje/Trgovski-poslovodja>
