



OCCUPATIONAL STANDARDS

AS A BASIS FOR VET AND FOR ACCREDITATION OF NONFORMAL LEARNING

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THE **PROCEDURE** FOR THE PREPARATION OF OCCUPATIONAL STANDARDS

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PROCEDURE



INITIATIVE



SECTORAL COMMITTEE

JOB PROFILE



OCCUPATIONAL
STANDARD
ARGUMENTATION



SECTORAL COMMITTEE

CATALOGUE
OF KNOWLEDGE
AND SKILLS



SECTORAL COMMITTEE



COUNCIL OF EXPERTS FOR
VET



MINISTER OF LABOUR,
FAMILY AND SOCIAL AFFAIRS

INITIATIVE

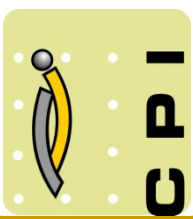


Usually comes from employers or training providers

Contains:

key activities, labour market needs, international comparison

SOCIAL PARTNERS



- Chambers / employers' organisations
- Trade unions
- Ministries



SECTORAL COMMITTEES FOR OCCUPATIONAL STANDARDS



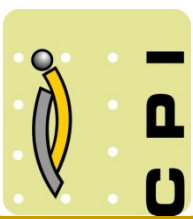
Composed of representatives of social partners



GOALS:

- Determine the priorities in development of occupational standards and catalogues
- Give initiative to develop new or update existing occupational standards and catalogues (5 years)
- Follows the procedure of development of occupational standards, catalogues and adopts the documents
- Responsible for a coherent qualification structure in sectors

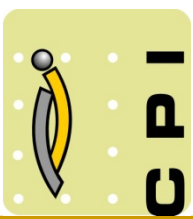
JOB PROFILE



- Detailed description of an occupation
 - tasks described in fields of work (ie planning, production, management ...), level of profficiency, working conditions, possible areas of employment ...
- Prepared in cooperation with employers



OCCUPATIONAL STANDARD



- Developed on the basis of job profile
- Defines contents of national vocational qualification on a certain level of efficiency and defines knowledge, skills and vocational competence.
- Assures transparency and quality of learning outcomes.



EXAMPLE OF OCCUPATIONAL STANDARD



■ *HOLIDAY ACTIVITY ORGANIZER / ESCORT ANIMATEUR 8120.001.5.0*

■ Proficiency level: *V.*

■ Professional Competencies

Candidate:

- plans, prepares, carries out and controls his/her own work
- pays regard to the measures of rational consumption of energy, material and time
- protects health and environment
- communicates with co-workers, experts and customers
- communicates with guests fluently in two foreign languages and speaks one foreign language on basic level
- develops enterprising qualities, skills and behavior
- accepts and informs guests
- organizes and carries out walks and excursions
- organizes and carries out day time animation
- organizes and carries out evening animation
- organizes and carries out sport and recreative animation
- organizes and carries out special thematic events

EXAMPLE OF OCCUPATIONAL STANDARD



FIELDS OF ACTIVITIES

Analysis, planning and organisation of work

CORE TASKS

- organizes his/her own work and work of working group for carrying out an event

PROFESSIONAL KNOWLEDGE AND SKILLS

- gathers information on local events
- prepares annual, monthly, weekly and daily plan of work
- independently plans and defines methods and techniques of work
- composes animation programmes for guests
- prepares individual programmes for guests
- reaches prompt decisions in case of urgent changes of activities and events
- is acquainted with basic rules of organisation of work and enterprise

Preparation of work and working place

- prepares room for animation

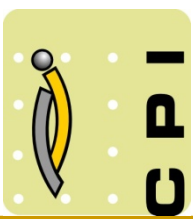
- prepares and makes out requisits
- prepares prizes
- makes out notices and information for guests
- makes out internal notices (for co-workers) on events

Operative activities

- accepts guests

- makes arrangements with marketing department
- makes out plan of receptions and giving out information for guests
- accepts guests
- explains guests house rules and offer of the hotel
- explains guests the programme
- presents the place and its offer to guests

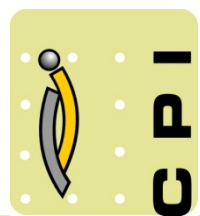
AGRUMENTATION



- Presentation of the branch
- Labour market needs in the next 3-5 years
- International comparison
- Legal framework



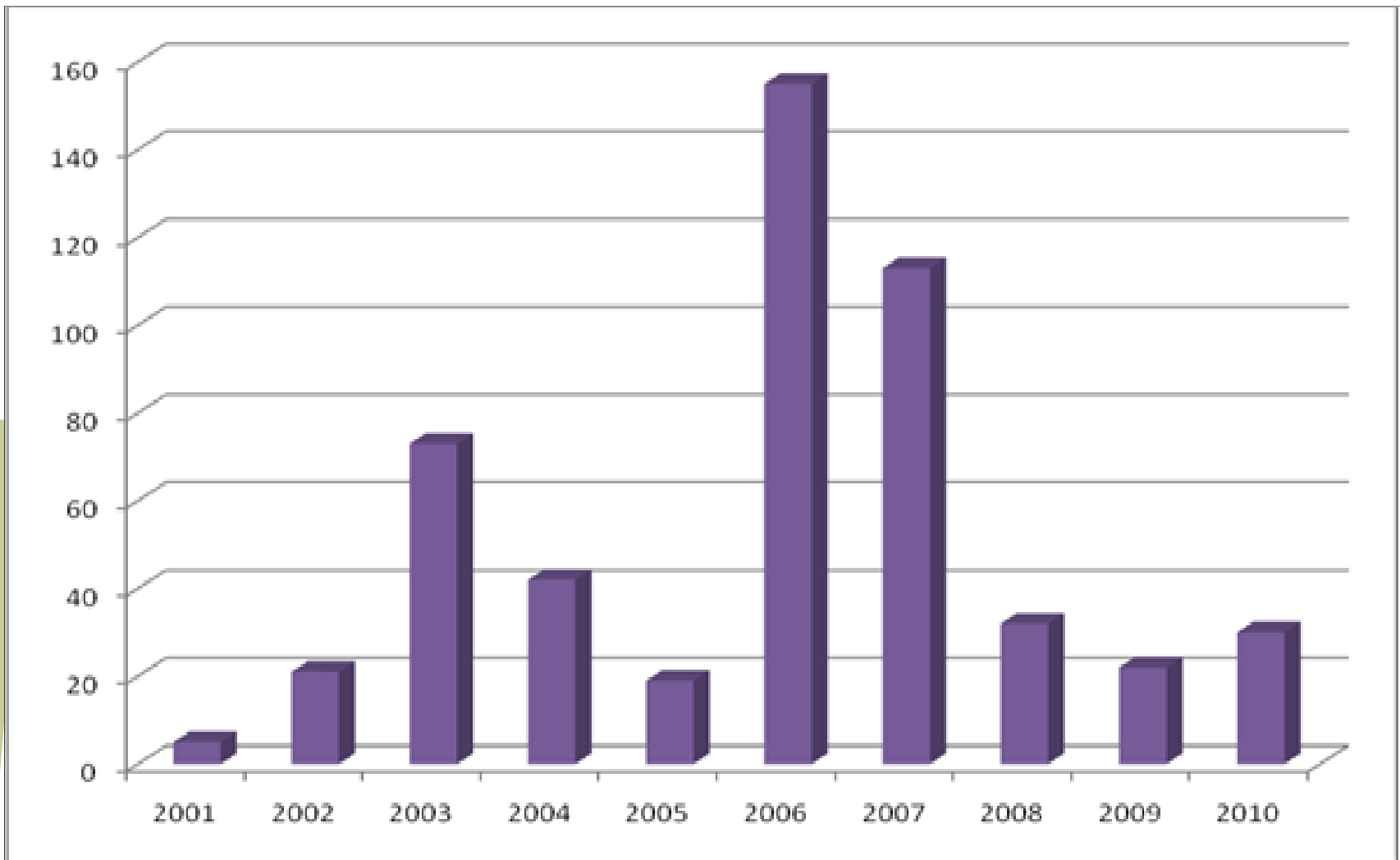
PROPOSAL TO THE COUNCIL OF EXPERTS FOR VET



- Sectoral committee for occupation standards gives a positive opinion on the proposal
- The Council of Experts of RS for VET decides on preparation of educational programme or NVQ and proposes the standard to the Minister of Labour
- The occupational standards are published on the National Reference Point (www.nrpslo.org)



NATIONAL OCCUPATIONAL STANDARDS - 510



NVQ SYSTEM IN SLOVENIA

N
P
K

*Nacionalna
poklicna
kvalifikacija*

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LEGAL BASES



Legal bases 1:

1. 'The Act on VET'

(Ministry of Education)

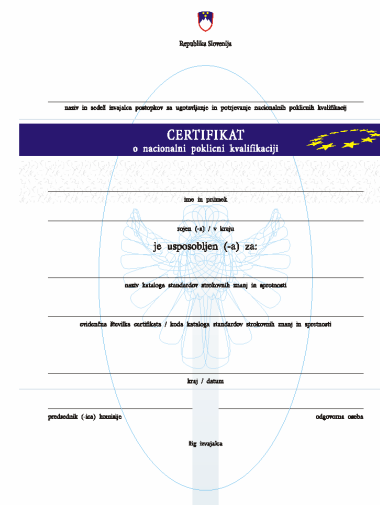
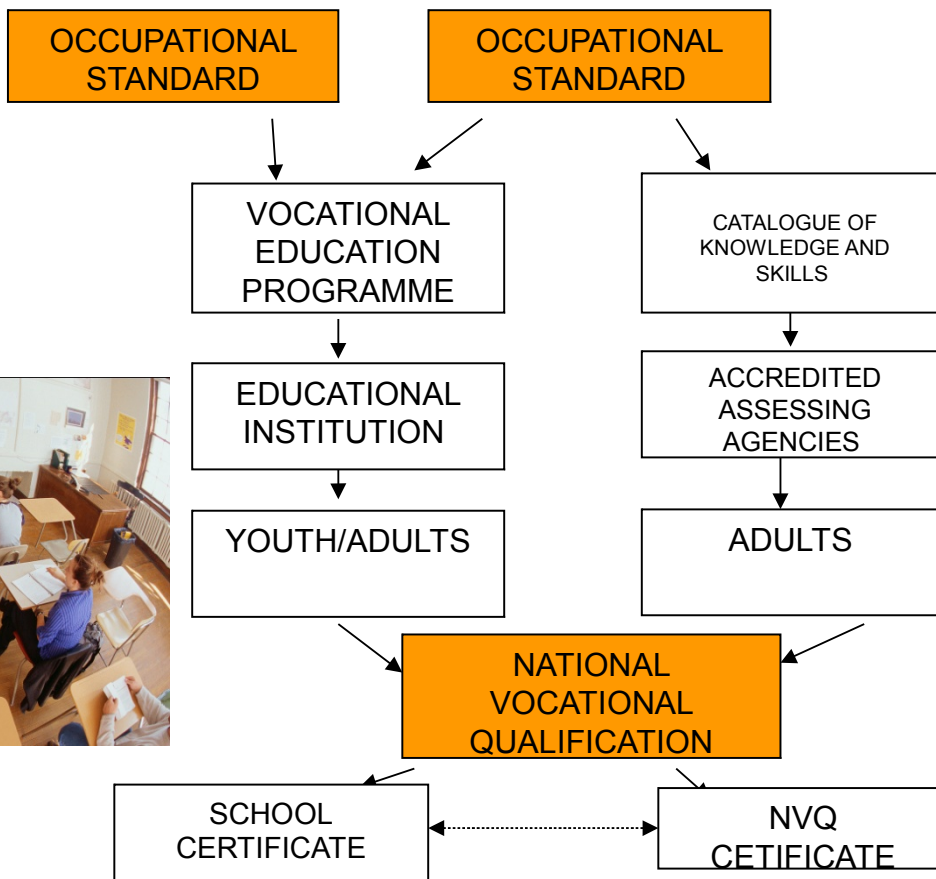
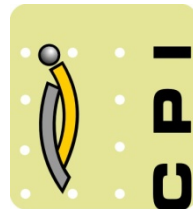
Legal bases 2:

The "Act on National Vocational Qualifications"

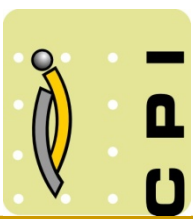
(Ministry of Labour, Family and Social Affairs)

- Formal certification of nonformal and informal learning – formalisation of different ways of acquisition of knowledge and skills
- For adults with no formal education enables acquisition of NVQ's regarding to their work experiences

PATHS TO THE SAME TARGET



MAIN INSTITUTIONS



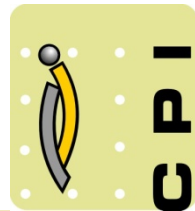
- **Ministry of labour, family and social affairs**
- **National Institute for VET**
- **Sectoral Committees for occupational standards**
- **Council of Experts of RS for VET**
- **National examination centre**
- **Assessment institutions (Councillor and External assessors)**

Define attainment targets for one occupational qualification which can be acquired:

- Acknowledged through personal portfolios of the candidate or
- Assessed in actual work environment according to the methods and criteria defined in the catalogue



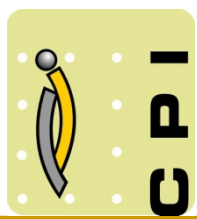
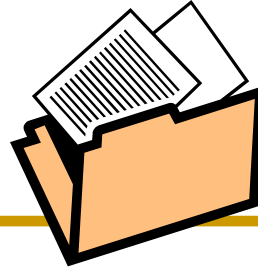
CATALOGUE FOR NVQ



- Defines knowledge, skills, competencies needed for acquiring certain NVQ
- Contents: general information, methods and criteria of assessment, conditions regarding equipment for assessing institutions, conditions for members of assessment committees
- Adopted by the Council of Experts and defined by the ministry of labour
- The catalogues are published on the National Reference Point (www.nrpslo.org)



PORTFOLIO



- File of information and documents about the candidate and his/her working life, hobbies, interests – regarding to specific NVQ
- Enables recognition of NVQ – usually partly
- Prepared with the help of counsellor



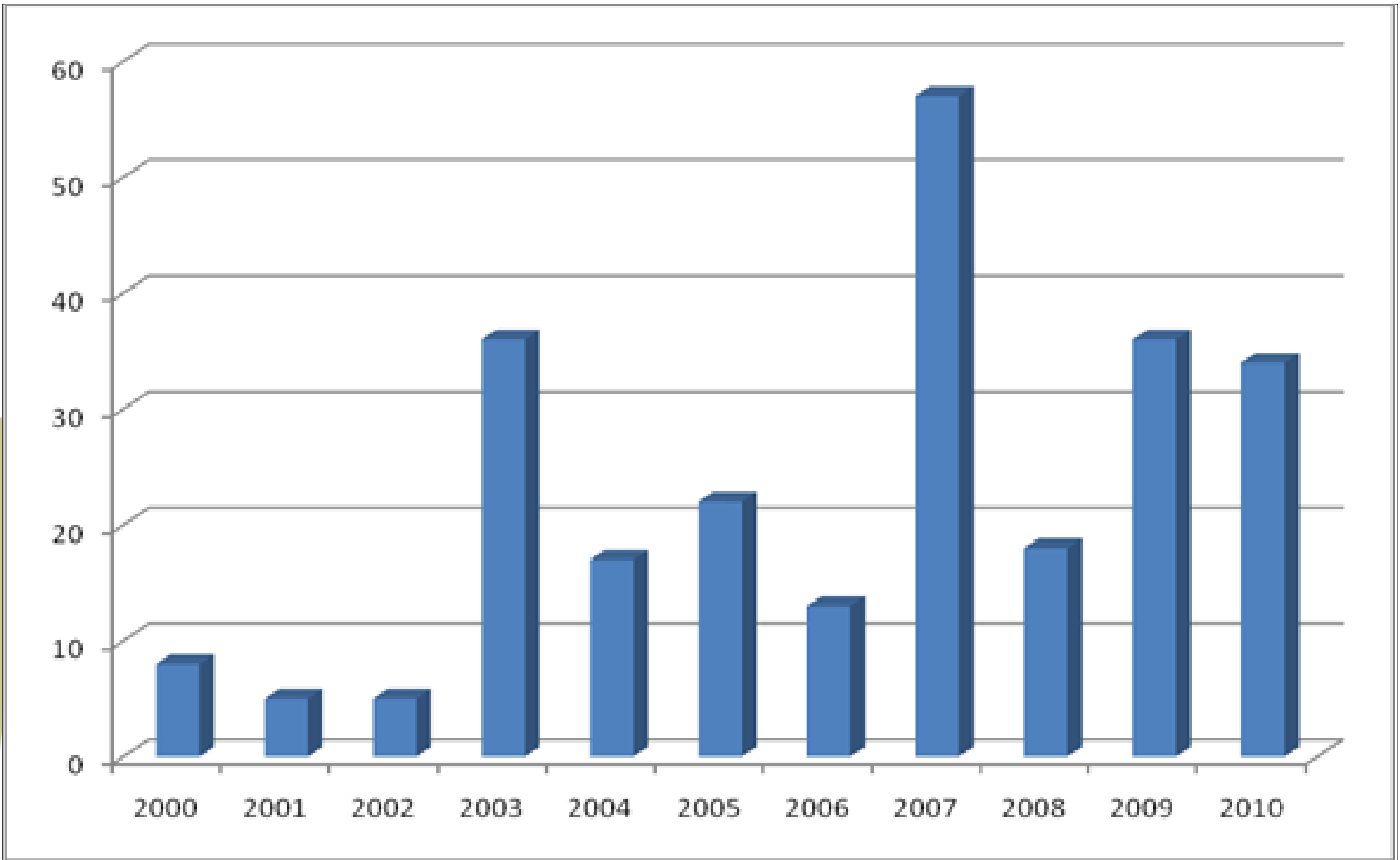
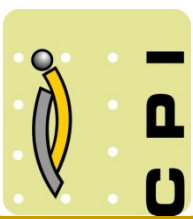
CERTIFICATE



- Publicly valid evidence of qualification for specific occupation
- Not an evidence of education level

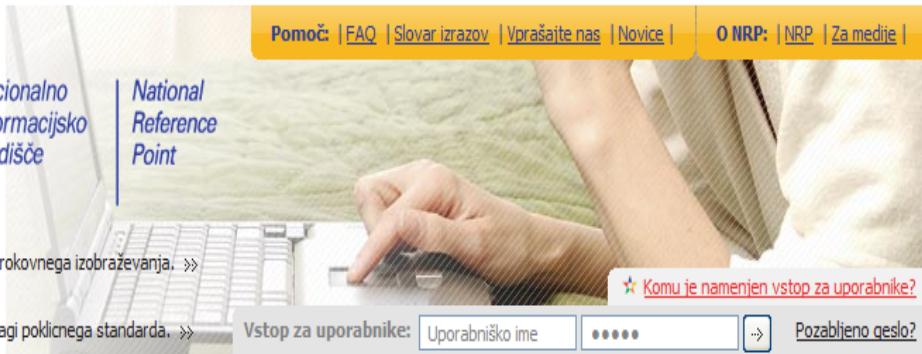
A template for a national vocational qualification certificate. At the top center is the coat of arms of the Republic of Slovenia and the text 'Republika Slovenija'. Below this is a line for the name of the institution. A dark blue horizontal bar contains the title 'CERTIFIKAT o nacionalni poklicni kvalifikaciji' and the European Union flag. The main body of the certificate is a large oval containing a faint blue graphic of a bird. Inside the oval, there are lines for the holder's name and surname, date of birth and place, the specific qualification, and the certificate number. Below the oval, there are lines for the date and the signature of the issuer and the holder.

NVQ - 250





Nacionalno informacijsko središče
National Reference Point



NRP (National Reference Point)
omogoča dostop do informacij o sistemu poklicnega in srednjega strokovnega izobraževanja. >>

NPK (Nacionalna Poklicna Kvalifikacija)
je formalno priznana usposobljenost za opravljanje poklica na podlagi poklicnega standarda. >>

Komu je namenjen vstop za uporabnike?

Vstop za uporabnike:

- NPK**
- Registri podatkov**
- Kandidati**
- Izvajalci**
- Komisije**
- Svetovalci**
- Interesna združenja**
- Področni odbori**

Koledar preverjanj

- > 1.8.2011, Varnostnik/varnostnica, Zbornica za razvoj slovenskega zasebnega varovanja
- > 1.8.2011, Varnostni tehnik/varnostna tehnica, Zbornica za razvoj slovenskega zasebnega varovanja
- > 18.8.2011, Čebelar/čebelarka, Grm Novo mesto-center biotehnike in turizma

[Celoten seznam preverjanj >>](#)

Poišči preverjanje

Izberi poklicni standard

od: do:

[Komu so namenjena preverjanja?](#)

Hitri iskalnik po podatkovnih bazah

Poklicni standardi in katalogi:

Išči po ključni besedi [Napredno iskanje >>](#)

Izvajalci postopkov preverjanja in potrjevanja:

Išči po ključni besedi [Napredno iskanje >>](#)

Izobraževalni programi:

Išči po ključni besedi [Napredno iskanje >>](#)

[Niste prepričani kaj iščete?](#)

Niste našli vašega poklica?



[Oddajte pobudo >>](#)

Novice

- 12.4.2011 [Usposabljanje za svetovalce v postopku preverjanja in potrjevanja](#)
- 11.3.2011 [Nov Pravilnik o stalnem strokovnem usposabljanju članov komisij za preverjanje in potrjevanje nacionalnih poklicnih kvalifikacij](#)
- 14.2.2011 [Obvestilo izvajalcem preverjanja in potrjevanja NPK](#)

[Vse novice >>](#)



THANK YOU FOR YOUR ATTENTION!



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