

Archived

Knjigovodja/knjigovodkinja

Selected qualifications

Name of qualification	Knjigovodja/knjigovodkinja
Translated title (no legal status)	Bookkeeper
Type of qualification	Nacionalna poklicna kvalifikacija, SOK raven 5
Category of qualification	Poklicna kvalifikacija
Admission requirements	<ul style="list-style-type: none">• Secondary vocational education.
ISCED field	Field Poslovne in upravne vede, pravo
ISCED subfield	subfield računovodstvo in revizija
Qualification level	SQF 5 EQF 4

Learning outcomes

Candidates will be able to:

- plan own work and prepare the work place in line with instructions,
- ensure the quality and efficiency of work in accordance with working instructions and protect

business secrets,

- 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,
- observe the relevant laws and regulations and work instructions,
- maintain a costs ledger,
- maintain a fixed assets ledger,
- maintain a materials and goods ledger,
- maintain a financial ledger,
- account wages and other personal receipts.

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 collection 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/34400041>
