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# Knjigovodja/knjigovodkinja

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## Selected qualifications

<b>Name of qualification</b>	Knjigovodja/knjigovodkinja
<b>Translated title (no legal status)</b>	Bookkeeper
<b>Type of qualification</b>	Nacionalna poklicna kvalifikacija, SOK raven 5
<b>Category of qualification</b>	Poklicna kvalifikacija
<b>Admission requirements</b>	There are no special conditions.
<b>ISCED field</b>	Field Poslovne in upravne vede, pravo
<b>ISCED subfield</b>	subfield računovodstvo in revizija
<b>Qualification level</b>	SQF 5 EQF 4

## Learning outcomes

The candidate is able to:

- plan and organize your own work,
- ensure the quality and performance of the work in accordance with the work instructions and protect

business secrets,

- ensure their own safety, the safety of others involved in the work process and protect the environment in accordance with the principles of sustainability,
- use modern information and communication technology and software tools,
- keep business books,
- collect and edit accounting data,
- book the resulting business events,
- prepare accounting statements,
- deliver and display accounting data,
- store accounting documents and business books,
- control the bookkeeping process,
- communicate with customers and colleagues in writing and orally.

## 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.

### METHOD OF VERIFICATION

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 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/izvajalec-pregled/70037001>

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