

Archived

Menedžer/menedžerka turistične agencije

Selected qualifications

Name of qualification	Menedžer/menedžerka turistične agencije
Translated title (no legal status)	Travel agency manager
Type of qualification	Nacionalna poklicna kvalifikacija, SOK raven 6
Category of qualification	Poklicna kvalifikacija
Admission requirements	<ul style="list-style-type: none">• General secondary or technical secondary education• and five years of work experience in the tourism sector.
ISCED field	Field Transport, varnost, gostinstvo in turizem, osebne storitve
ISCED subfield	subfield potovanja, turizem, prosti čas

Qualification level

SQF 6
EQF 5

Learning outcomes

The candidate:

- plans, prepares and controls own work,
- makes rational use of energy, material and time,
- ensures occupational safety and observes environmental protection principles,
- ensures the quality and efficiency of work in the working environment in accordance with standards,
- is able to communicate with co-workers, ordering parties and clients,
- develops entrepreneurial characteristics, skills and behaviour,
- uses modern information and communication technologies,
- plans and organises the work of employees to ensure the optimal implementation of a travel agency's work process,
- works with business partners,
- controls a travel agency's work process and monitors the efficiency of work,
- guides the work and plans the human resource needs of a travel agency,
- controls the quality and efficiency at a travel agency,
- manages bookings and ensures the smooth implementation of the booking function,
- organises and monitors the sale of various types of tickets, and
- provides financial, sales and commercial transactions.

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 recognises the catalogue content in part or full. If the committee is unable to recognise all catalogue content, it assigns tasks to the candidate for verification.

VERIFICATION METHOD

Service with an oral presentation.

Condition for obtaining certificate

A candidate demonstrates the 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, chambers of commerce, etc.

URL

<https://www.nrpslo.org/podrobnosti/npk/81200051>
