

Archived

# Organizator/organizatorka kongresnih prireditev

## Selected qualifications

Name of qualification	Organizator/organizatorka kongresnih prireditev
Translated title (no legal status)	Convention/event organiser
Type of qualification	Nacionalna poklicna kvalifikacija, SOK raven 6
Category of qualification	Poklicna kvalifikacija
Admission requirements	<ul style="list-style-type: none"><li>• General secondary or technical secondary education</li><li>• and five years of work experience in the tourism sector.</li></ul>
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 computer equipment and software,
- monitors conditions on the convention market and tourism sector trends,
- advises clients, and works with business partners, ordering parties and organisational committees responsible for the organisation of conventions,
- prepares a convention-tourism offer and performs marketing activities,
- prepares a convention budget in cooperation with the finance department,
- plans, organises and executes conventions, and
- organises and coordinates the provision of other complementary tourist activities and other services.

## 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/81200061>

---