
Organizator/organizatorka poslovanja

Selected qualifications

Name of qualification	Organizator/organizatorka poslovanja
Translated title (no legal status)	Operations organiser
Type of qualification	Nacionalna poklicna kvalifikacija, SOK raven 6
Category of qualification	Poklicna kvalifikacija
Admission requirements	<ul style="list-style-type: none">• At least a secondary vocational qualification in any field,• at least three years' work experience in management and administration, which the candidate demonstrates by means of an employer's letter of reference
ISCED field	Field Poslovne in upravne vede, pravo
ISCED subfield	subfield poslovanje in upravljanje, menedžment
Qualification level	SQF 6 EQF 5

Learning outcomes

candidates will be able to:

- plan and organise their own work and the work of others and
- motivate them to achieve targets,
- ensure the quality and efficiency of work in the working environment in accordance with regulations and standards and good business practices,
- keep abreast of developments in the field,
- make rational use of energy, material and time,
- protect health and the environment,
- develop enterprise characteristics, skills and behaviour,
- communicate with business partners, co-workers and other organisational units in Slovene and a foreign language,
- use modern information and communication technology
- and software tools,
- analyse the business process and keep records of it,
- organise, introduce and supervise improvements to business processes.

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 competences 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.

VERIFICATION METHODS

Practical verification and 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/npk/03186711>
