

Računovodja/računovodkinja

Selected qualifications

Name of qualification	Računovodja/računovodkinja
Translated title (no legal status)	Accountant
Type of qualification	Nacionalna poklicna kvalifikacija, SOK raven 6
Category of qualification	Poklicna kvalifikacija
Admission requirements	<ul style="list-style-type: none">• A secondary technical or general education qualification.
ISCED field	Field Poslovne in upravne vede, pravo
ISCED subfield	subfield računovodstvo in revizija
Qualification level	SQF 6 EQF 5
Learning outcomes	

Candidates will be able to:

- plan, organise and manage the work process in the accounts department,

- ensure the quality and efficiency of work in the working environment, protect business secrets and operate in accordance with the code of ethics in the accounting field,
- keep abreast of and observe the relevant laws and regulations, especially accounting standards and tax law,
- make rational use of energy, material and time,
- protect health and the environment,
- develop entrepreneurial characteristics, skills and behaviour,
- cooperate with internal and external users of accounting information,
- use modern information and communication technologies and software tools,
- perform budgeting,
- perform accounting analysis,
- perform accounting oversight.

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 evaluated by a committee. If the candidate has submitted authentic, valid and relevant proof of knowledge, skills and competences from the operational 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.

METHODS OF VERIFICATION OF VOCATIONAL KNOWLEDGE AND SKILLS

- 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/42653471>
