

Archived

Tajnik režije/tajnica režije

Selected qualifications

Name of qualification

Tajnik režije/tajnica režije

Translated title (no legal status)

Secretary to the director

Type of qualification

Nacionalna poklicna kvalifikacija, SOK raven 6

Category of qualification

Poklicna kvalifikacija

Admission requirements

- A secondary technical or general education qualification and three years' work experience as a production secretary/secretary to the director or production assistant/director's assistant in production groups of audio-visual media and
- a technical assignment (on paper) with two audio-visual products (on CD or DVD) in which the candidate defines, analyses and evaluates all phases of the work of a secretary to the director. The audio-visual product can be a television broadcast, a short film, a promotional or advertising item, etc. and must contain the following three elements:
 - performance of checks,
 - attention to continuity,
 - examples of marking.

ISCED field

Field
Umetnost in humanistika

ISCED subfield

subfield avdiovizualno ustvarjanje, tehnike in multimedijaska proizvodnja

Qualification level

SQF 6
EQF 5

Learning outcomes

Candidates will be able to:

- plan and organise own work and help plan the work of an executive group or team,
- ensure the quality and efficiency of own work in the working environment in accordance with regulations and standards,
- keep abreast of development of the profession,
- make rational use of energy, material and time,
- protect health and the environment,
- develop enterprise characteristics, skills and behaviour,
- communicate with co-workers and business partners,
- use modern information and communication technologies,
- prepare for the execution of an AV project and help prepare everything necessary for execution of the project,
- coordinate executive procedures and execute orders for the needs of the AV project,
- ensure that all necessary written and AV materials are ready before the start of rehearsals or filming,
- keep a record of the progress of rehearsals,
- coordinate the progress of filming, supervise coordination with the written plan, ensure the continuity of filmed material and keep a record of details of recorded material in the AV project,
- perform the job of secretary to the director on less complex film shoots,
- take part in the various processing stages of AV and film projects and collect, edit and submit material for archiving.

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 validates 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

Oral presentation of a seminar paper with an audio-visual product.

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 national vocational qualifications are entered in a register of providers maintained in the relevant database 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/21300281>
