

# ENTRY OF PROVIDERS INTO REGISTER OF PROVIDERS OF ASSESSMENT AND CERTIFICATION OF NATIONAL VOCATIONAL QUALIFICATIONS

## REQUIRED CRITERIA FOR PROCEDURES OF ASSESSMENT AND CERTIFICATION OF NATIONAL VOCATIONAL QUALIFICATIONS

### DOCUMENTS FOR ENTRY INTO REGISTER:

#### 1) PROPOSAL FOR ENTRY INTO REGISTER

([www.ric.si/kvalifikacije/izvajalci](http://www.ric.si/kvalifikacije/izvajalci))

#### 2) ENCLOSURES FOR ENTRY INTO REGISTER:

- ♦ data on material conditions ([www.ric.si/kvalifikacije/izvajalci](http://www.ric.si/kvalifikacije/izvajalci));
- ♦ a statement on meeting material conditions determined by the Catalogue of Standards of Professional Knowledge and Skills ([www.ric.si/kvalifikacije/izvajalci](http://www.ric.si/kvalifikacije/izvajalci));
- ♦ a statement that material conditions, after entry into the register, shall not deteriorate or become inadequate ([www.ric.si/kvalifikacije/izvajalci](http://www.ric.si/kvalifikacije/izvajalci));
- ♦ a certificate on the qualification of portfolio adviser;
- ♦ a statement that the provider shall provide portfolio guidance to candidates wishing to acquire vocational qualifications ([www.ric.si/kvalifikacije/izvajalci](http://www.ric.si/kvalifikacije/izvajalci));
- ♦ a general act of the organisation from which it is evident which organisation unit will be responsible for performing the activity, and paragraphs, if it contains several organisation units;
- ♦ documents of proof of meeting material conditions from which it follows that material conditions for the qualification in question as determined by the Catalogue of Standards of Professional Knowledge and Skills are met ([www.ric.si/kvalifikacije/izvajalci](http://www.ric.si/kvalifikacije/izvajalci));
- ♦ an estimate of the number of certificates issued per year;
- ♦ a statement that the records of issued certificates shall be kept in accordance with regulations and directives of the National Reference Point ([www.ric.si/kvalifikacije/izvajalci](http://www.ric.si/kvalifikacije/izvajalci));
- ♦ the name of the person responsible for the performance of procedures of assessment and certification of national vocational qualifications;
- ♦ an excerpt from the register of companies, not older than 30 days proving that the organisation wishing to become a provider is registered for the activity in question or other educational activity, is acquired by the National Examinations Centre.

### PROVIDER

sends the proposal for entry into register together with all required enclosures to the National Examinations Centre.

### NATIONAL EXAMINATIONS CENTRE

acquires an excerpt from the register of companies and verifies the meeting of criteria for entry into register.

### PROVIDER

meets the required criteria for entry into register.

### NATIONAL EXAMINATIONS CENTRE

issues a decision of entry into register if the provider meets all criteria determined by the Rules on keeping the register of providers of procedure for assessment and awarding of national professional qualifications.

### NATIONAL EXAMINATIONS CENTRE

enters provider into the register.

### PROVIDER

does not meet the required criteria for entry into register.

### NATIONAL EXAMINATIONS CENTRE

issues a decision by which it rejects entry into register, if the provider does not meet criteria determined by the Rules on keeping the register of providers of procedure for assessment and awarding of national professional qualifications.



### CRITERIA FOR ENTRY INTO REGISTER:

- ♦ providers of procedure for assessment and certification of national vocational qualifications have to meet the required criteria;
- ♦ providers need their own premises and equipment as required by the professional standard and the Catalogue of Standards of Professional Knowledge and Skills (a basic criterion).



## ENTRY INTO REGISTER

- ♦ The register of providers for assessment and certification of national vocational qualifications can only include chambers, schools, adult-education organisations and business education centres as well as institutions, societies and other legal entities complying with material and staff conditions determined by the Catalogue of Standards of Professional Knowledge and Skills, as well as other acts, if thus determined by special regulations.
- ♦ For areas where conditions in organisations from the previous paragraph are not met and if the National Examinations Centre within the period of 30 days after the publication of the Catalogue of Standards of Professional Knowledge and Skills in the Official Gazette of the Republic of Slovenia does not receive an application for entry into the register, the National Examinations Centre selects a provider of procedures for the assessment and certification of NVQs based on public invitation for tenders.



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Published by Državni izpitni center  
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Ljubljana, May 2007

## LEGAL BASIS

The system of assessment and certification of national vocational qualifications in Slovenia is regulated by the **National Professional Qualifications Act** (Official Gazette of the Republic of Slovenia, Nos 81/2000, 55/2003, 118/2006, 1/2007).

Regulations based on the National Professional Qualifications Act:

- ♦ Rules on keeping the register of providers of procedure for assessment and awarding of national professional qualifications (Official Gazette of the Republic of Slovenia, Nos 26/2001, 77/2003, 107/2005, 40/2007);
- ♦ Order on the public document form concerning national vocational qualification - certificate (Official Gazette of the Republic of Slovenia, No 97/2003);
- ♦ Rules on method and procedure for the assessment and award of national professional qualifications (Official Gazette of the Republic of Slovenia, Nos 13/2001, 97/2003, 108/2004, 18/2005, 57/2007);
- ♦ Rules on composition of the commissions for the assessment and verification of national professional qualifications and on method and procedure to grant and withdraw the licence (Official Gazette of the Republic of Slovenia, Nos 13/2001, 97/2003, 108/2004, 18/2005, 57/2007).

## NATIONAL EXAMINATIONS CENTRE

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