

NVQ CANDIDATES

An NVQ can be achieved by anyone at least 18 years of age.

By way of exception, an NVQ can be achieved by anyone younger than 18 not being an apprentice or a student but having adequate work experience.

NVQ ADVISERS

An NVQ adviser should have an adequate education - a university degree.

An NVQ adviser candidate has to attend training for advisers carried out by the National Institute for Vocational Education and Training.

NVQ ASSESSORS

The National Examinations Centre publishes the invitation for applications for NVQ assessors and verifies conditions for assessors from the corresponding Act and the Catalogue of Standards of Professional Knowledge and Skills.

Nominated assessors are directed to the training programme carried out by the Slovenian Institute for Adult Education.

If an assessor successfully completes the training, the National Examinations Centre issues a licence.

ACCREDITED ASSESSING BODIES

Assessment and certification procedures may be carried out by 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.

An accredited assessing body must hold a written statement issued by the National Examinations Centre and has to be listed in the corresponding register at the Ministry of Labour, Family and Social Affairs.

In Slovenia, the concept of Accreditation of Prior Learning (APL) is regulated by the **National Professional Qualifications Act, 2000**, prepared by the **Ministry of Labour, Family and Social Affairs**.

The Act regulates the procedure and the competent bodies, agencies and organisations for adopting catalogues of standards of professional knowledge and skills, and the conditions and procedures for obtaining national vocational qualifications.

A **national vocational qualification (NVQ)** is a formally recognised competence required for practising the occupation on the basis of the national occupational standard.

In Slovenia, an NVQ can be acquired:

- ♦ by completing vocational or professional educational programmes or by completing modules as part of educational programmes;
- ♦ by assessment and accreditation of prior learning.

NVQs are intended for youth and adults who, besides traditionally established school-based programmes leading to the acquisition of vocational qualifications, seek other forms of knowledge certification.

NATIONAL EXAMINATIONS CENTRE

Ob železnici 16
1000 Ljubljana
Phone: + 386 1 548 46 00
Fax: + 386 1 548 46 01
E-mail: info@ric.si
Website: www.ric.si

Published by Državni izpitni center
Prepared by Jelka Kozjak Jezernik, MSc
Designed by Peter Škrlič

Ljubljana, December 2007



ASSESSMENT AND CERTIFICATION PROCEDURES FOR NATIONAL VOCATIONAL QUALIFICATIONS IN SLOVENIA



ASSESSMENT AND CERTIFICATION PROCEDURES FOR NATIONAL VOCATIONAL QUALIFICATIONS

ADVISER - CANDIDATE

The adviser examines the application form.

The adviser informs the candidate about relevance of application form.
The candidate fills in the application form.

The adviser advises the candidate to prepare a portfolio.
The candidate prepares the portfolio.

The adviser identifies special requirements from the Catalogue of Standards.
The candidate gets a list of special requirements from the Catalogue of Standards.

The adviser leads the candidate in preparing a portfolio to cover knowledge and skills from the Catalogue of Standards.
The candidate collects reference letters, receipts, confirmations, certificates...



ACCREDITED ASSESSING BODY

proposes the date and place of assessment and certification procedure for an NVQ.

NATIONAL EXAMINATIONS CENTRE

agrees and publishes the date and place of assessment and certification procedure for an NVQ.

ACCREDITED ASSESSING BODY

informs candidates of possibility and conditions for acquisition of an NVQ.

CANDIDATE

prepares the application for acquisition of an NVQ.

ACCREDITED ASSESSING BODY

keeps record of candidates and offers advice to the candidate.

PRACTICAL PERFORMANCE ASSESSMENT

occurs if the candidate does not fulfil all conditions from the Catalogue of Standards.

SUCCESSFUL
Minutes of the panel

ACCREDITED ASSESSING BODY
informs the candidate and issues the CERTIFICATE.

NOT SUCCESSFUL
Minutes of the panel

ACCREDITED ASSESSING BODY
informs the candidate and issues a WRITTEN STATEMENT.



COMPLETE APPLICATION

Accredited assessing body submits a request for a panel.

NATIONAL EXAMINATIONS CENTRE
appoints a panel of assessors.

ACCREDITED ASSESSING BODY

agrees with the panel about the date and place of portfolio assessment.

PORTFOLIO ASSESSMENT

PANEL defines practical performance (knowledge and skills not covered in portfolio).

ACCREDITED ASSESSING BODY informs the candidate.

PANEL PROPOSES TO ISSUE THE CERTIFICATE OF NVQ
if the candidate fulfils all conditions from the Catalogue of Standards.

ACCREDITED ASSESSING BODY
informs the candidate and issues the CERTIFICATE.