

**NVQ (National  
Vocational  
Qualifications)**

## ***Slovenian NVQ system description for obtaining Additional Qualification (AQ)***



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A vocational qualification enables individuals to enter the labour market with various path of gaining a qualification on offer. The Institute of the Republic of Slovenia for Vocational Education and Training (CPI) is a major player responsible for assessment, approval and registration of vocational qualifications.

Preparation of Micro-Credential system (in Slovenia) will be based on experiences obtained by AQ practice.

A AQ can be obtained by formalizing the informally acquired knowledge through a National Vocational Qualifications (NVQ) validation and certification procedure. Such a path is especially suitable for adults, who have acquired knowledge and skills through various work experiences and non-formal learning.



The role of the CPI is to manage and coordinate the development of the bases for obtaining various vocational qualifications as laid down by the legislation and it does so in cooperation with the social partners.

The Act (law) on Secondary Vocational and Professional Education and the Act on Higher Vocational Education enables the acquisition of qualifications in vocational and professional training and development programs, which are aimed at the training or development of employees. The Act on the Slovenian Qualifications Framework (SQF) which is aligned by European Qualification Framework of (EQF) introduces AQ that offer companies the possibility of publicly valid recognition of internal trainings performed within the companies.

The AQ complements the individual's competence at the achieved EQF level and in a certain professional field and is linked to the needs of the labour market. AQs are one of the types of qualifications included in EQF, which with their informal meaning support the concept of lifelong learning.

ADs are aimed at the economy; namely to make the internal qualifications of companies visible. Individuals can obtain publicly valid documents for additional qualifications placed in EQF (or with national aligned qualification framework).

The application for AQ according to SQF (EQF) is submitted by an employer, a group of employers or the Employment Agency of the Republic of Slovenia. In different EU member countries process can be adapted.





The National Coordination Point of the Slovenian and European Qualifications Framework (NCP SQF-EQF) coordinates the work of the NCP SQF-EQF expert committee, which consists of 7 members from authorized ministries. Their main responsibilities are:

- determines the criteria for placing additional qualifications in the EQF (SQF),
- prepare a proposal for the placement of AQ in the EQF,
- monitoring the process of development of the Slovenian and European framework of qualifications and the European framework of higher education qualifications, and
- performs other tasks necessary for placement of qualifications

The AQ application contains at least the following information (each main chapter contains various subchapters):

- Basic information about the additional qualification
  - Name, EQF level, applicant address, contact person.
- Qualification standard
  - Field, subfield (ISCED 2013), entry conditions, description of learning outcomes, process of checking learning outcomes.
- Training program for obtaining AQ
  - Name of the program, basic goals, structure (definition of modules), name of the modules, number of hours, learning outcomes, formats and work methods, credit points (optional), conditions for inclusion, method of final verification, material and personnel requirements for conducting training.
- Description of the quality assurance process through self-evaluation.
- Presentation of labour market needs.
- References of the applicant and contractor.
- The applicant's declaration that he will implement the additional qualification for the needs of his own or agreement between the group of employers.

CPI professionally evaluates the application and prepares an opinion on the adequacy of the application and the training program. CPI consultants evaluate and justify whether the proposed level of demand, the range of learning outcomes, the verification procedures and conditions for obtaining an AQ are appropriate or not.

On the basis of a positive opinion, the NCP SQF-EQF expert commission accepts within one month decision regarding the application and prepare a proposal for the placement of an AQ in the SQF-EQF.





NCP SQF-EQF submits a proposal for placing an additional qualification to Minister responsible for work, who by decision places the additional qualification in the SQF, and the NCP SQF-EQF commission entered it in the qualification register.

Evaluation of AQ application is based on following criteria:

- Applicant suitability.
- Placing an additional qualification in the qualification structure.
- The demanding level of the additional qualification in SQF and EQF.
- Record of learning outcomes.
- Scope and credit evaluation of the training program.
- Implementation of the training program.
- Checking learning outcomes.
- Demonstration of labour market needs.
- Analysis of the implementation of the additional qualification.

CPI confirms placing an additional qualification in register after payment by law defined fee. If the application is incomplete or incomprehensible, the CPI requires from the applicant to correct the deficiencies within a specified period. If the applicant does not resolve the deficiencies within this period application is rejected.

Pilot courses implementation. The participants of the course get an internationally recognized diploma or a certificate. The regular education level cannot be changed.

Diploma has lifetime validity.

After five years application for acquiring AQ have to be submitted again.

Additional qualification best practice:

- With a placement of an AQ companies gained the possibility of enforcing their internal training and placing it in the national framework of qualifications and the EQF. Individuals can obtain publicly valid documents for additional qualifications.
- There was registered in Slovenia some programs e.g. Polymer injection moulder, Foundry worker, Personal data protection specialist, Specialist in public procurement etc. Sometimes they mix AQ with NVQ which are reserved for implementation by schools and educational institution and candidate can acquire also different level of formal education according to SQF, EQF.

