**MATERIAL AND STAFF CONDITIONS FOR PRACTICAL EDUCATION OF STUDENTS IN HIGHER VOCATIONAL EDUCATION**

**STUDY PROGRAMME**

Pursuant to Article 50, paragraph 4, of the Higher Vocational Education Act (Official Gazette of the RS, No. 86/04), the Chamber of Commerce and Industry of Slovenia as the competent chamber in accordance with the Instructions on the Examination of the Eligibility of Employers for Space and Equipment and for Mentors, providing practical education for students in higher vocational education, dated December 3, 2007, determines the conditions for space and equipment and mentors/educators, which shall be fulfilled by the employer for the implementation of practical education of students of higher vocational education (hereinafter for verification) and for enrolment to the register of employers.

**I. GENERAL CONDITIONS FOR THE IMPLEMENTATION OF PRACTICAL EDUCATION IN THE WORKING PROCESS**

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| **STUDY PROGRAMME:** |  |
| **QUALIFICATION TITLE:** |  |

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| **OCCUPATIONAL STANDARD:** |
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For the implementation of practical education in the work process, companies may be verified which, in accordance with the decision of a competent court, carry out an activity for which they will admit students to work placement, provide a mentor or educator with work experience as derived from an occupational standard and fulfil other conditions as follows below.

**1. Staff conditions for practical education in the work process**

**1.1 Mentor**

For the practical education of students, the mentor must meet the following condition:

* + at least higher vocational education in the relevant[[1]](#footnote-1) field and pedagogical-andragogical qualification according to the programme prescribed by the Chamber of Commerce and Industry Management Board and two years of professional experience.

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| The recruitment process for mentors should include selection criteria such as (Gray et al., 2013):   1. knowledge of subject, organisation and community; 2. excellent teaching or training skills: a good role model; 3. teaching experience; 4. commitment and enthusiasm for the role; 5. good communication and listening skills; 6. a willingness to reflect and improve; 7. a commitment to equal opportunities/inclusivity.   Cedefop publication: Gray, D. E., Goregaokar, H., Jameson, J. and J. Taylor (ed.). (2013). *The Mentor Handbook: A Practical Guide for VET Teacher Training*. Available at https://www.cedefop.europa.eu/files/MENTORING\_HANDBOOK\_final\_version.pdf |

**1.2 Educator**

For the practical education of students, the educator must meet the following condition:

* + secondary vocational education and pedagogical-andragogical qualification according to the programme prescribed by the Chamber of Commerce and Industry Management Board and at least five years of professional experience

Mentor or educator, who has trained secondary-school students or students in practical or work-based education (at least 2 students) and does not have the appropriate pedagogical and andragogical qualification, must acquire pedagogical and andragogical proficiency in the next 2 years, otherwise he or she will be deprived of the opportunity to mentor students.

**2. Material conditions for practical education in the work process**

**2.1 Space and equipment**

For verification, the work placement for a specific study programme must be equipped in accordance with the requirements of the educational programme.

The equipment must meet the minimum conditions that ensure achievement of satisfactory quality of service and realization of the objectives of practical education for the profession (occupational standard) as a whole. The company must comply with the technical regulations, ensure the implementation of regulations in the field of health and safety at work (Health and Safety at Work Act, Rules on Protection of Health at Work of Children, Adolescents and Young Persons and other relevant regulations) and have a quality system.

**Entry in the register and verification of the conditions for practical education of students in the company is done every four years.**

In determining the fulfilment of material conditions of the company, the suitability of the work placement shall be determined in terms of:

* providing adequate space to carry out work in accordance with ergonomic principles
* providing adequate software and technical equipment to achieve the objectives of the educational programme
* number of offered work placements in the company

Eligibility and number of work placements for practical education of students for higher education programme in relation to the occupational standard shall be determined by minutes.

**II. INFRASTRUCTURE CONDITIONS, SOFTWARE AND TECHNICAL EQUIPMENT FOR IMPLEMENTATION OF PRACTICAL EDUCATION IN THE WORKING PROCESS**

**1. Appropriate infrastructure capacity**

* + Office workplace equipped with computer,
  + Technological process

**2. Appropriate equipment capacity of software and technical equipment for the implementation of the obligatory part of the study programme**

**EQUIPMENT for compulsory modules**

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**EQUIPMENT for elective modules**

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**OR/AND (**In case you cover more than one elective module)

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**OR/AND**

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1. An education in the same professional field is considered appropriate. [↑](#footnote-ref-1)