

1. Name of the Certificate ¹

Field of study 3763 H postal service and traffic operator

2. Translated title of the Certificate ²

Učebný odbor 3763 H manipulant poštovej prevádzky a prepravy (sk)

3. Profile of skills and competences

The holder of the certificate is able:

- to act independently in social and professional life,
- to express themselves in the official language and one foreign language in written and spoken form,
- to apply the basic principles of financial literacy, consumer protection and to understand business and work,
- to use information and communication technologies to solve practical tasks,
- to work in diverse groups, to cooperate in a team, to organise their work,
- to act environmentally with a view to a sustainable development strategy,
- to apply the principles of occupational health and safety and environmental protection,
- to define and properly use basic terms in the field of postal service and traffic,
- to define basic legal norms and regulations necessary for carrying out the activities of international and domestic postal service and traffic,
- to implement technological practices,
- to apply practical skills and routines of the individual work activities in the field of postal service and traffic,
- to draw up and maintain operating documents in postal service and traffic,
- to master the issue of the economic geography of selected countries,
- to make use of the means of small and medium mechanisation employed in the workplace.

4. Range of occupations accessible to the holder of the certificate ³

Graduates find work as qualified professionals able to carry out more demanding work activities in the field of postal service and traffic. They also find work as postmen, mail sorters, postal carriers, and post office counter clerks.

¹ In the original language. | ² If applicable. This translation is not legally binding. | ³ If applicable.

The Certificate Supplement provides additional information to the certificate and as such it is not legally binding. Its format is based on the Decision No 2018/646 of the European Parliament and of the Council of 18th April on a common framework for the provision of better services in the field of skills and qualifications (Europass) and on repealing Decision No 2241/2004/EC.

For the purposes of a document issued in Slovakia, a certificate encompasses any document as specified in the Decree of the Ministry of Education of the Slovak Republic No. 326/2008 Coll. on the Types and Pertinent Details of Certificates and other Educational Forms, including Methods for their Recording and Archiving.

5. Official basis of the certificate

Body awarding the certificate

Authority providing accreditation / recognition of the certificate

Ministry of Education, Science, Research and Sport of the Slovak Republic
 Stromová 1
 813 30 Bratislava
 Phone: +421 2/59 374 111
www.minedu.sk

Level of the certificate (national or European) ¹

Secondary vocational education
 SKQF/EQF 3
 ISCED 353

Grading scale / Pass requirements

1 – excellent
 2 – praiseworthy
 3 – good
 4 – sufficient
 5 – insufficient

Access to the next level of education / training ¹

Advanced study educational programmes for graduates of the 3-year field of study
 SKQF/EQF 4, ISCED 454

International agreements on the recognition of qualifications ¹

Legal basis

Act No. 245/2008 Coll. on Education and Training (Education Act) and on amendment of certain acts; Act No. 61/2015 Coll. on Vocational Education and Training and on amendment of certain acts; Decree of the Ministry of Education of the Slovak Republic no. 318/2008 Coll. on the completion of studies at secondary schools, as amended.

6. Officially recognised ways of acquiring the certificate

Successful completion of the three-year training program in the given field of study by passing the final examination.

7. Additional information

This Europass Certificate Supplement is valid together with the school leaving certificate issued by the relevant secondary school (the name and address of the school is specified on the certificate). More details about the education and training system are available at www.minedu.sk/data/files/7421.jpg, more details as to the organisation of the educational system are available at www.minedu.sk, and the details of educational programs are available at www.siov.sk and at the website of the specified school.

Entry requirements ¹

- Completion of 9th year of primary school
- Demonstration of required knowledge prerequisites via admission procedure

More information (including a description of the national qualifications system)

Ministry of Education, Science, Research and Sport of the Slovak Republic, Study and Training Group
<https://www.minedu.sk/18673-sk/studijne-a-ucebne-odbory-sauo/>

National Europass Centre

State Vocational Education Institute
 Bellova 54/a,
 837 63 Bratislava
europass@siov.sk
www.europass.sk



¹ If applicable