

1. Title of the certificate (HR) and programme number ⁽¹⁾**Ekonomist**

(060704)

⁽¹⁾ In the original language2. Translated title of the certificate (EN) ⁽¹⁾**Economist**⁽¹⁾ If applicable. This translation has no legal status.

3. Profile of skills and competences

A) GENERAL EDUCATION COMPETENCES

- Actively use mother tongue and foreign languages using basic communication skills and knowledge
- Orally express oneself purposefully using professional terminology, lead effective business conversations and apply basic written communication rules
- Communicate appropriately in different professional situations
- Apply mathematical knowledge and solve mathematical problems
- Use modern information and communication technology safely and critically
- Have knowledge of basic economic concepts and functioning of the economic system as a whole
- Acquire and actively apply entrepreneurial competences
- Act in accordance with the professional ethics and civic education principles
- Regular physical exercise and continuous use of work safety procedures

B) VOCATIONAL COMPETENCES

- Collect, record and archive business documents in the field of non-productive service activities such as banks and insurance companies
- Execute cash and non-cash transactions by order and for client accounts, open and keep client accounts, sell and contract loans and other banking products and services
- Inform and educate clients on how to use banking products, manage the database of bank clients
- Collect and keep track of records, collect data, archive documentation, prepare and draft analytical and statistical reporting bases and create reports based on the work scope
- Sell and mediate in insurance policy settlements, assist in reporting damages and renew insurance policies
- Perform operational affairs for marketing managers, analyze the competition, maintain company pages on specific social networks, create digital ads
- Collect, sum and calculate accounting, bookkeeping, statistical, financial and other numerical data
- Assist in bookkeeping, accounting and calculation, calculating individual production costs, calculating and paying wages, cash service
- Process data in analytical accounts and prepare financial reports
- Keep accounts in bookkeeping, do necessary simple calculations, perform other limited bookkeeping tasks

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

Economist qualification allows following professions: banking and insurance officer, marketing assistant and bookkeeper. He/she can be employed at various positions - such as an economic, banking, credit, commercial officer, insurance commissioner, money collector, foreign exchange and insurance agent, ATM and securities officer, treasurer, procurement and sales officer, invoicer, estimator, financial accountant, accountant, debt collection officer, liquidator, payroll and payment transactions calculation officer. Self-employment is also possible by setting up a trade.

5. Official basis of the certificate

<p>Name and status of the body awarding the certificate</p> <p>The certificate is issued by the secondary education institution (vocational education and training school).</p>	<p>Name and status of the national authority providing accreditation/recognition of the certificate</p> <p>Ministry of Science and Education Donje Svetice 38 10 000 Zagreb www.mzo.hr</p>
<p>Legal basis</p> <p>Primary and Secondary School Education Act (Official Gazette No. 87/2008, 86/2009, 92/2010, 105/2010-corr., 90/2011, 16/2012, 86/2012, 94/2013, 152/2014, 7/2017, 68/2018 and 98/2019) Vocational Education Act (Official Gazette No. 30/2009, 24/2010, 22/2013 and 25/2018) Croatian Qualifications Framework Act (Official Gazette No. 22/2013, 41/2016, 64/2018 and 47/2020)</p>	<p>National grading system / Pass requirements</p> <p>Excellent 5 (10) A Very good 4 (9) B Good 3 (8) B Sufficient 2 (6-7) C Insufficient 1 (0-5) F</p> <p>In order to pass the exam, it is necessary to get the grade 2 (6-7), i.e. C (sufficient).</p>
<p>Level of qualifications</p> <p>Level 4.2. in the Croatian Qualifications Framework</p>	<p>Access to next level of education/training</p> <p>Access to higher level of qualification in accordance with the Croatian Qualifications Framework.</p>

6. General data of acquiring the certificate

Description of vocational education and training received	Percentage of total programme (%)	Total number of hours
General education part	50,1%	2198
Vocational part – theoretical	28,9%	1268
Vocational part – practice/exercises	21,0%	918
Duration of education		4 years

Entry requirements: The completion of primary education.

More information available at:

Ministry of Science and Education (www.mzos.hr)
Education and Teacher Training Agency (www.azoo.hr)
Agency for Vocational Education and Adult Education (www.asoo.hr)

National reference point:

National Europass Centre (www.europass.hr) at the Agency for Mobility and EU Programmes (www.mobilnost.hr).

(*) Explanatory note

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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