

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

Prodavač

(060923)

In the original language.

2. Translated title of the certificate (EN) ⁽¹⁾**Salesman**⁽¹⁾ This translation has no legal status.

3. Profile of skills and competences

A) GENERAL EDUCATION COMPETENCES

- Actively use mother tongue and foreign languages by applying language activities and basic communication knowledge and skills in different situations
- Apply basic mathematical knowledge and independently perform basic mathematical operations
- Comprehend geographic processes and fundamental historical knowledge
- Use modern information and communication technology safely and critically
- Apply consistently professional ethics principles
- Foster physical and health culture by exercising regularly and maintain hygienic habits in order to preserve one's own and other people's health

B) VOCATIONAL COMPETENCES

- Differentiate the work tasks of the sales staff
- Have knowledge of adequate standards (regulations) and commercial properties of goods
- Present goods and give advice to customers in the selling and buying process
- Apply sales psychology knowledge
- Monitor merchandise novelties to improve sales
- Establish links between all trade business functions
- Solve economic account problems
- Implement consumer protection and safety at work regulations
- Recognise the need for continuing professional development

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

The salesperson works on sales of goods or services. Can work in specialized shops and get acquainted with the handling and the features of new products. He/she can also be employed in places where catalogue, TV, internet and telephone sales are performed and places where other forms of sales are carried out outside of the shop (for example, as cashier at stations, cinemas, theatres). He/she can be promoted to managerial positions, such as the position of sales manager or retail or procurement manager, department head or shop manager. The occupation of a salesperson also enables independent activity in sales business.

5. Official basis of the certificate	
Name and status of the body awarding the certificate The certificate is issued by the adult education institution.	Name and status of the national authority providing accreditation/recognition of the certificate Ministry of Science and Education Donje Svetice 38 10 000 Zagreb www.mzo.hr
Legal basis Adult Education Act (Official Gazette No. 144/2021) 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, 98/2019 and 64/2020) 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, 47/2020 and 20/2021)	National grading system / Pass requirements Excellent 5 (10) A Very good 4 (9) B Good 3 (8) B Sufficient 2 (6-7) C Insufficient 1 (0-5) F In order to pass the exam, it is necessary to get the grade 2 (6-7), i.e. C (sufficient).
Level of qualifications Level 4.2. in the Croatian Qualifications Framework	Access to next level of education/training Access to higher level of qualification in accordance with the Croatian Qualifications Framework.

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	41,9 %	at least 647 ¹
Vocational part – theoretical	17,8 %	at least 276 ²
Vocational part – practice/exercises	40,3 %	1244
Duration of education		1 – 2 years
Entry requirements: Completion of primary education ¹⁾ For the learner acquiring the qualification, the number of hours of the theoretical part of each general education and vocational subject may be up to 50% lower than the number of hours prescribed by the full-time education curriculum, in case all learning outcomes are achieved. The number of hours of work-based learning (practical classes/ exercises) is realised in full. ²⁾ For the learner who had previously achieved all learning outcomes of general education subjects and some learning outcomes of vocational subjects, as proven by a public document, all previously achieved learning outcomes are recognized since they form part of the qualification additionally acquired by the student, thus leading to the duration of education being proportionally shortened. More information available at: Ministry of Science and Education (www.mzo.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.ampeu.hr). ^(*) Explanatory note The Certificate Supplement provides additional information about the certificate, including the certificate based on which all previously achieved learning outcomes are recognized, 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. © European Union, 2002-2020		