

UČNI NAČRT PREDMETA / COURSE SYLLABUS	
Predmet:	PRAKTIČNO USPOSABLJANJE 2
Course title:	PRACTICAL TRAINING 2

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Visokošolski študijski program	Management v živilstvu in prehrani	2	4
Higher education programme	Management in food industry and nutrition	2	4

Vrsta predmeta / Course type

Obvezen / Compulsory

Univerzitetna koda predmeta / University course code:

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
					180	6

Nosilec predmeta / Lecturer:

dr. Emira Premrov

Jeziki / Languages:

Predavanja / Lectures:

Slovenski / Slovene

Vaje / Tutorial:

Slovenski / Slovene

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:

- Obvezna prisotnost na praktičnem usposabljanju (100%).
- Pred začetkom opravljanja praktičnega usposabljanja študent opravi obveznosti, potrebne za izvajanje praktičnega izobraževanja:
 - preizkus teoretične usposobljenosti za varno delo in požarno varnost v živilstvu,
 - izpolni soglasje osebe za obveznost prijavljanja bolezni, ki se lahko prenašajo z delom,
 - poda individualno izjavo o bolezenskih znakih.

Prerequisites:

- Compulsory attendance
- Prior to the commencement of practical training the student has to meet all the obligations, required for practical training:
 - test of theoretical qualification for safe work and fire safety in food industry,
 - submission of consent to report any illnesses that can be transmitted by work
 - submission of individual statement concerning symptoms of illnesses.

Vsebina:

Content (Syllabus outline):

- Zakonodaja, standardi in predpisi
- Proizvodni dejavniki in proizvodni procesi
- Tehnološke sheme, tehnološki načrti in postopki
- Postopki izdelave živilskih proizvodov in jedi
- Načini preverjanja ustreznosti živilskih proizvodov in jedi,
- Delovanje strojev in pomen rednega vzdrževanja strojev in naprav ter merilne naprave
- Dejavniki, ki vplivajo na izbiro posamezne vrste embalaže,
- Osebna higiena, higiena prostorov in opreme,
- Priprava poročil in spremne dokumentacije
- Pomen trženja za organizacijo,
- Notranji in zunanji transport
- Novosti na strokovnem področju
- Oblikovanje klasične in e-ponudbe
- Razvijanje vodilnih sposobnosti in motiviranje sodelavcev
- Komuniciranje z nadrejenimi in podrejenimi sodelavci
- Priprava in vodenje del
- Optimizacija delovnih procesov

- Legislation, standards and regulations
- Production factors and production processes
- Technological schemes, technological plans and procedures
- Procedures of producing foodstuffs and dishes
- Ways of checking the compliance of foodstuffs and dishes
- Operation of machines and the significance of regular maintenance of machines and devices and measuring devices
- Factors, affecting the selection of a type of packaging,
- Personal hygiene, hygiene of premises and equipment,
- Drafting reports and accompanying documentation
- Significance of marketing for organisation,
- Internal and external transport
- Innovations in the field of expertise.
- Designing classical and e-offer
- Development of managerial capabilities and motivation of colleagues
- Communication with superior and subordinate colleagues.
- Preparation and management of work
- Optimization of work processes

Temeljni literatura in viri / Readings:

- Dokumentacija za Praktično usposabljanje
- Documentation for practical education

Cilji in kompetence:

Objectives and competences:

- razvija vodilnih sposobnosti in motiviranje sodelavcev,
- pozna proizvodne dejavnike in proizvodne procese,
- pozna različne vrste stroškov, ki nastajajo v proizvodnji,
- pozna in upošteva zakonodajo s področja ekologije in higiene,
- pozna zakonitosti ravnanja z odpadki in načela varovanja okolja ter varstva pri delu, požarne varnosti,
- razume tehnološke postopke, sheme in načrte,
- pozna merilne naprave, njihovo delovanje in uporabo,
- zaveda se pomena rednega vzdrževanja strojev in naprav,
- pozna postopke izdelave živilskih proizvodov,
- optimizira delovni proces,
- pozna postopke izdelave živilskih proizvodov in jedi,
- skrbi za kakovost,
- oblikuje klasične in e-ponudbe,
- prilagaja se novim gospodarskim smernicam in zahtevam svetovnega trga,
- razvija vodilne sposobnosti in motivira sodelavce,
- komunicira z nadrejenimi in podrejenimi sodelavci ter s strankami in poslovnimi partnerji.

- develops managerial capabilities and motivation of colleagues
- knows production factors and production processes
- knows various types of costs, incurred in production
- knows and takes into account the legislation, regulating ecology and hygiene,
- knows waste management laws and environment protection, safety at work and fire safety principles,
- understands technological procedures, schemes and plans,
- knows measuring devices, their operation and use,
- is aware of the significance of regular maintenance of machines and devices
- knows the procedures of producing foodstuffs,
- optimizes work processes,
- knows the procedures of producing foodstuffs and dishes,
- takes care about quality,
- designs classical and e-offer,
- adapts to new economic guidelines and requirements of the global market,
- develops managerial capabilities and motivates colleagues,
- communicates with the superior and subordinate colleagues and with customers and business partners.

Predvideni študijski rezultati:

Znanje in razumevanje:

- ekonomično ravnanje s proizvodnimi dejavniki in časom,
- spremljanje novosti stroke in sodelovanje pri razvoju novih proizvodov,
- poznavanje proizvodnih dejavnikov in procesov,
- optimizacija proizvodnje,
- razumevanje in upoštevanje ukrepov s področja ekologije in higiene ter varstva pri delu in požarne varnosti
- izdelava pisnega poročila o delu in vodenje zahtevane dokumentacije,

Intended learning outcomes:

Knowledge and understanding:

- economic management of production factors and time,
- following the developments in the industry and participation in the development of new products,
- production factors and processes,
- Optimization of production,
- understanding and following regulations and measures in the field of ecology and hygiene, safety at work and fire safety
- drafting a written work report and keeping the required documentation,

• uporaba higienskih predpisov v praksi, • sodelovanje pri pripravi živilskih proizvodov in jedi, • študent ima razvite vodilne sposobnosti in sposobnosti motiviranja sodelavcev, • poznavanje proizvodnih dejavnikov in procesov, • poznavanje stroškov, ki nastajajo v proizvodnji, • upoštevanje zakonodaje s področja ekologije in higiene, • upoštevanje zakonitosti ravnanja z odpadki in načela varovanja okolja ter varstva pri delu, požarne varnosti, • razumevanje tehnoloških postopkov, shem in načrtov, • poznavanje merilnih naprav, njihovega delovanje in uporabe ter pomembnosti njihovega rednega vzdrževanja, • poznavanje postopkov izdelave živilskih proizvodov, • optimizacija delovnih procesov, • poznavanje postopkov izdelave živilskih proizvodov in jedi, • skrb za kakovost, • oblikovanje klasične in e-ponudbe, • komunikacija z nadrejenimi in podrejenimi sodelavci ter s strankami in poslovnimi partnerji.	• application of hygiene regulations in practice. • participation in the procedures of producing foodstuffs and dishes, • develops managerial capabilities and motivation of colleagues, • production factors and processes, • costs, incurred in production, • taking into account the legislation, regulating ecology and hygiene, • taking into account waste management laws and environment protection, safety at work and fire safety principles, • technological procedures, schemes and plans, • measuring devices, their operation and use and the significance of regular maintenance, • procedures of producing foodstuffs, • optimization of work processes, • procedures of producing foodstuffs and dishes, • taking care about quality • designing classical and e-offer, • communication with the superior and subordinate colleagues and with customers and business partners.
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Metode poučevanja in učenja:

- demonstracija
- delo v skupinah

Learning and teaching methods:

- presentations
- work in groups

Delež (v %) /

Načini ocenjevanja:

Weight (in %)

Assessment:

Način (pisni izpit, ustno izpraševanje, naloge, projekt)		Type (written examination, oral, coursework, project):
• mentorjeva ocena študentovega dela na praktične usposabljanju • mentorjeva-predavateljeva ocena	70% 30%	• mentor's assessment of student's work in practical education • mentor's lecture's assessment