



## Europass Curriculum Vitae

### Personal information

First name(s) / Surname(s) Elido Bandelj  
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Nationality Slovene  
Date of birth 28.01.1957  
Gender Male

### Work experience

Dates 2009 - present  
Occupation or position held Director of Institute of the Republic of Slovenia for Vocational Education and Training  
Main activities and responsibilities Leadership of the Public Institution  
Name and address of employer Institute of the Republic of Slovenia for VET, Ob železnici 16, 1000 Ljubljana  
Dates 2008 in 2009  
Occupation or position held Undersecretary of the Education Development Office  
Main activities and responsibilities Development work in the field of secondary education, cooperation in various international networks, cooperation and management of projects, activities in inter-ministerial commissions, social partnership, the preparation of strategies in the field of VET, cooperation with the Expert Council for Vocational Education  
Name and address of employer Ministry of Education and Sport, Masarykova 16, 1000 Ljubljana  
Dates 2005-2007  
Occupation or position held Acting Director-General, Head of a sector  
Main activities and responsibilities Head of the Directorate of Secondary, Higher Vocational and Adult Education, budget management, the preparation of statutory and implementing acts, cooperation with the Councils of Experts, management of boards of public institutions, management of ESF projects and tenders  
Name and address of employer Ministry of Education and Sport, Masarykova 16, 1000 Ljubljana  
Dates 2003-2004  
Occupation or position held State secretary  
Main activities and responsibilities Leadership of the Directorate of Secondary, Higher Vocational and Adult Education, budget management, active role in the Government and Parliament, inter-ministerial coordination, cooperation between the states and adjusting the education system during the accession activities to enter EU, cooperation with the schools, coordination of projects, management of boards of public institutions, ,  
Name and address of employer Ministry of Education and Sport, Masarykova 16, 1000 Ljubljana  
Dates 1990 - 2002  
Occupation or position held Headmaster of secondary school  
Main activities and responsibilities Leadership, development work in the field of education, human resource management, participation in the development of statutory and implementing acts, membership in matura commissions  
Name and address of employer Secondary technical school Koper, Izolska vrata 2, 6000 Koper  
Dates 1982 do 1989  
Occupation or position held Teacher of general subjects

**Main activities and responsibilities** Teaching general and technical theoretical subjects, involvement in curricula development and learning materials development, team leadership and involvement in the work with young gifted students

**Name and address of employer** Secondary technical school Koper, Izolska vrata 2, 6000 Koper

**Education and training**

**Dates** After finishing the Elvira Vatovec Prade primary school I continued my education at the general secondary school Koper and afterwards I acquired my diploma at the Faculty of Science and Technology of the University of Ljubljana.

**Title of qualification awarded**

**Principal subjects/occupational skills covered** The study of industrial physics provides a vast scientifically and technical knowledge, develops a desire for research and team work

**Name and type of organisation providing education and training** University of Ljubljana, Faculty of Science and Technology

**Level in national or international classification** VII/2

**Personal skills and competences**

**Mother tongue(s)** Slovene

**Italian language**

**English language**

**Croatian language**

<b>Understanding</b>				<b>Speaking</b>				<b>Writing</b>	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
B2	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	B1	Independent user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

**Social skills and competences**

As student I organized events for youth in the local community and in schools I attended. I was also a member of the local community council for several years, even a president for one term. I have always been a volunteer for the elderly in the local community.

**Organisational skills and competences**

Through the work I have become very well skilled in the team leadership and human resource management as well as in the research and development work in the field of education. I have been a manager of various commissions, projects, boards of public institutions, headmaster of a secondary school, head of a sector and directorate at the Ministry, and a State Secretary in the Slovene Government

**Technical skills and competences**

As a science major, I am capable of managing technical systems I am proficient in the basic laws of technology

**Technical skills and competences**

I am an expert in working with computers; apart from the basic programmes I am also proficient in the programmes for drawing and projecting.

## Other skills and competences

Apart from teaching and leading a school and the whole field of Secondary, Higher Vocational and Adult Education, for many years I have also been very active in the development of the education system. As a teacher I participated in the preparation of curricula and new teaching methods for Mathematics and Physics, I have developed new learning materials. I was also an assistant for the subject Physics in the Faculty for Mechanical Engineering.

I have participated in the development of the Education system, on the professional as well as on the legislative side. I have authored and co – authored many educational programmes (at the secondary vocational education level) and the accompanying curricula. I co-authored the textbooks called *Zbirke nalog z rešitvami* for the 1.2.3 in 4 year of the programme mechanical engineer, catalogue of knowledge for the Matura subject Mechanics. I am also a coauthor of the Modro oko manual for the quality assurance in the field of VET.

I was a member of the commission for VET when the new White Book for Education has been prepared. I have also been a member of various commissions in the field of VET and General Education, a member of various Matura commissions for VET.

I have participated in the preparation of many Rules and School Legislation. I also cooperated in the preparation of professional basis for work in all commissions.

I am experienced in managing the Boards and in the workings of the Boards of Institutions in the Secondary Technical School Koper as well as Institute of the Republic of Slovenia for VET.

I have also been a member of the Governing Board of the European Training Foundation in Torino for many years now. I have attended many national and international conferences and seminars from the field of VET. As a Headmaster and a State Secretary I learned about human resources management, financial planning and about building the Education System. I am acquainted with the management of Institutions, as well as with planning and financing from the National budget.

I am very proficient in project work and several languages. I am knowledgeable about Education Systems of various countries, as well as modern trends in the field of VET and new EU tools in this field.