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| 1. Name of the Certificate 1  |
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| Učebný odbor 3473 H 08 polygraph - bookbinder |
| 2. Translated title of the Certificate 2  |
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| Polygraf - knihár (sk) |
| 3. Profile of skills and competences |
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| The holder of the certificate is able to:* choose suitable technological procedures of work in the completion of printed media and in bookbinding production,
* identify and prepare the main and auxiliary materials for the production of everyday bookbinding products,
* optimally determine the work procedure with regard to the use of single-purpose bookbinding production equipment and the material used,
* set up and reconfigure the single-purpose bookbinding devices, which are normally used,
* create bookbinding products and common types of bookbindings according to technological instructions,
* prepare materials for the production of bookbindings or other bookbinding products in the field of book processing,
* prepare, set up and maintain single-purpose bookbinding machines, devices, aids and tools for bookbinding works,
* bind book blocks into leather bindings including the decorations,
* use polygraphic terminology,
* check the operability of the bookbinding machine,
* perform basic input, inter-operational and output controls of raw materials, production materials, semi-finished products and products in bookbinding production,
* assess the quality of bookbinding products on an ongoing basis,
* communicate appropriately with the customer when accepting orders, choose a suitable method of processing and materials with regard to the final bookbinding product,
* observe the principles of safety at work and occupational hygiene,
* apply the principles of environmental protection.
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| 4. Range of occupations accessible to the holder of the certificate 3 |
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| The graduate can find employment as a bookbinder in the field of completion of printed media by using available bookbinding techniques, in bookbinding production in work activities for single-purpose bookbinding machines or in work activities in manual bookbinding production. Examples of possible job positions: bookbinder, paper cutter.  |

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| 5. Official basis of the certificate |
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| Body awarding the certificate | Authority providing accreditation / recognition of the certificate |
|  | Ministry of Education, Science, Research and Sport of the Slovak RepublicStromová 1813 30 BratislavaPhone: +421 2/59 374 111[www.minedu.sk](http://www.minedu.sk)  |
| Level of the certificate (national or European) 1 Secondary vocational education SKQF/EQF: 3ISCED 353  | Grading scale / Pass requirements 1 – excellent 2 – praiseworthy 3 – good 4 – sufficient 5 – insufficient |
| Access to next level of education / training 1Complete secondary vocational education, ISCED 354University, 1st degree, ISCED 655, 645, 665 University, 2nd degree, ISCED 766, 767  | 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 four-year training program in the given field of study by passing the final examination. |
| 7. Additional information After successful completion of the training program in the given field of study the graduates receive a certificate confirming their passing of the final examination and a vocational certificate. |
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| Entry requirements 1* lower secondary education, ISCED 244
* fulfilment of prerequisites in the admission procedure
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|  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 InstituteBellova 54/a,837 63 Bratislavaeuropass@siov.sk [www.europass.sk](http://www.europass.sk)  |