|  |
| --- |
| 1. Name of the Certificate 1 |
|  |
| Učebný odbor 3473 H 08 polygraph - bookbinder |
| 2. Translated title of the Certificate 2 |
|  |
| Polygraf - knihár (sk) |
| 3. Profile of skills and competences |
|  |
| 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. |
| 4. Range of occupations accessible to the holder of the certificate 3 |
|  |
| 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. |

|  |  |
| --- | --- |
| 5. Official basis of the certificate | |
|  | |
| Body awarding the certificate | Authority providing accreditation / recognition of the certificate |
|  | Ministry of Education, Science, Research and Sport of the Slovak Republic  Stromová 1  813 30 Bratislava  Phone: +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: 3  ISCED 353 | Grading scale / Pass requirements  1 – excellent  2 – praiseworthy  3 – good  4 – sufficient  5 – insufficient |
| Access to next level of education / training 1  Complete secondary vocational education, ISCED 354  University, 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. | |
|  | |
| Entry requirements 1   * lower secondary education, ISCED 244 * fulfilment of prerequisites in the admission procedure | |
| 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 Institute  Bellova 54/a,  837 63 Bratislava  [europass@siov.sk](mailto:europass@siov.sk)  [www.europass.sk](http://www.europass.sk) | |