

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.

¹ In the original language. | ² If applicable. This translation is not legally binding. | ³ If applicable.

The Certificate Supplement provides additional information to the certificate and as such it is not legally binding. Its format is based on the Decision No 2018/646 of the European Parliament and of the Council of 18th April on a common framework for the provision of better services in the field of skills and qualifications (Europass) and on repealing Decision No 2241/2004/EC.

For the purposes of a document issued in Slovakia, a certificate encompasses any document as specified in the Decree of the Ministry of Education of the Slovak Republic No. 326/2008 Coll. on the Types and Pertinent Details of Certificates and other Educational Forms, including Methods for their Recording and Archiving.

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

Level of the certificate (national or European) ¹

Grading scale / Pass requirements

Secondary vocational education
 SKQF/EQF: 3
 ISCED 353

1 – excellent
 2 – praiseworthy
 3 – good
 4 – sufficient
 5 – insufficient

Access to next level of education / training ¹International agreements on the recognition of qualifications ¹

Complete secondary vocational education, ISCED 354
 University, 1st degree, ISCED 655, 645, 665
 University, 2nd degree, ISCED 766, 767

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
www.europass.sk



¹ If applicable