

## 1. Name of the Certificate <sup>1</sup>

Field of study 3431 M 01 Polygraphic Industry – Polygraphic Technology

## 2. Translated title of the Certificate <sup>2</sup>

Polygrafia – polygrafická technológia (sk)

## 3. Profile of skills and competences

The holder of the certificate is able to:

- prepare a work plan and determine the procedure for processing input data based on the parameters of the assigned order,
- retrieve text data from external sources and prepare them for processing,
- scan image templates and prepare them for further processing,
- prepare the necessary materials for completing the order and its logistical support,
- prepare technological regulations for individual technological operations of polygraphic production for the production of specified printed media,
- design optimal technological procedures for the completion of the order while taking into account the requirements of the order and the effective use of available technologies, technical and technological equipment and materials,
- calculate the expenses, time and financial necessities of the operation for the completion of the order,
- manage individual technological production operations for polygraphic production,
- master and be able to use inter-operational procedures and output controls for the management of production operations,
- process and use technological and operational documentation,
- use the standards applicable to polygraphic production,
- determine the use of polygraphic equipment and technologies necessary for the order completion,
- use professional terminology in communication and when solving practical tasks,
- have a grasp of the management and marketing in the field of polygraphic production,
- 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 <sup>3</sup>

The graduate can find employment in professions in the field of producing printed media by all available printing technologies, in work activities related to the operation of the most modern electronically controlled printing technologies. The graduate can also be employed in advertising agencies and graphic studios for defining the most suitable printing techniques for the given type of graphic product and in professional assessment of print quality. Furthermore, the graduate can be employed in a publishing house as a production manager.

Examples of possible job positions: polygraph, foreman of the production centre, cost clerk, quality controller, sales and marketing employee in polygraphic production, employee in logistics of polygraphic production, marketing employee in polygraphy, project manager in polygraphy.

<sup>1</sup> In the original language. | <sup>2</sup> If applicable. This translation has no legal status. | <sup>3</sup> If applicable.

The Certificate Supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and 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](http://www.minedu.sk)

Level of the certificate (national or European) <sup>1</sup>

## Grading scale / Pass requirements

Full secondary vocational education  
 SKQF/EQF: 4  
 ISCED 354

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

Access to next level of education / training <sup>1</sup>International agreements on recognition of qualifications<sup>1</sup>

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 school leaving 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 school leaving examination.

Entry requirements <sup>1</sup>

- 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)



<sup>1</sup> If applicable