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|  | Supplement to a vocational qualification certifying document(\*) | Description: http://upload.wikimedia.org/wikipedia/commons/thumb/8/84/Flag_of_Latvia.svg/125px-Flag_of_Latvia.svg.pngLatvia |

Vocational qualification certifying document serial \_\_\_\_\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1. Title of the vocational qualification certifying document(1)** |
| ☐ Diploms par profesionālo vidējo izglītību  ☐ Profesionālās kvalifikācijas apliecība  Profesionālā kvalifikācija: **Fotogrāfs** |
| (1) in the original language |

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| **2. Translation of the title of the vocational qualification certifying document(2)** |
| ☐ A diploma of vocational secondary education  ☐ A vocational qualification certificate  Vocational qualification: **Photographer\*\*** |
| (2) If necessary. This translation does not have a legal status. |

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| **3. Description of competences** |
| Photographer creates photo images and processes visual material in appropriate quality and format, carries out assessment, selection and saving of materials.  Has acquired competences for performance of the following professional duties and tasks:  3.1. Planning of the photography process:  – to clarify the work task;  – to develop the idea concept for the work task;  – to identify the specialists involved in the photography process;  – to identify the technical means necessary for photography;  – to prepare technical means for photography;  – to choose the time and place for photography;  – to coordinate the offer with the customer.  3.2. Photography:  – to assess the photography environment;  – to create a high quality frame composition;  – to install technical means;  – to place the object/model within the photography environment;  – to perform the photo recording process, using digital or analog technology.  3.3. Processing of the photographed material:  – to select the photographed material to be used;  – to develop the processing plan for the selected material;  – to use the photographed material processing computer programs or analog technology;  – to prepare the photographed material for printing;  – to use analog technology for making photos;  – to present the photographed material.  3.4. To identify application of related fields in the photographer's professional activity:  – to apply video recording and editing principles;  – to apply graphic design principles;  – to use sound in audiovisual materials, if necessary;  – to apply animation basic principles.  3.5. Compliance with labour and environmental protection rules:  – to observe labour protection rules;  – to act appropriately in emergency situations;  – to observe environmental protection rules.  3.6. Implementation of the basic principles of professional activity:  – to contact the persons involved in the photography process;  – to cooperate with the persons involved in the photography process;  – to respect personal space;  – to handle conflict situations;  – to observe norms of employment legal relations;  – to observe the binding legislation;  – to plan own working hours;  – to make calculations of costs related to photography;  – to perform work tasks according to the business principles;  – to manage the team work;  – to use information and communication technology;  – to continuously improve own personality;  – to upgrade the professional qualification.  Additional competences:  *<<Filled in by the education institution>>;*  *̶ ...;*  *̶ ...;*  *̶ ...* |

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| **4. Employment opportunities according to the vocational qualification(3)** |
| To work individually or for companies providing photography services or using photographic images for ensuring the main activity of the company, which is not related to photography. |
| (3) If possible |

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| **5. Description of the vocational qualification certifying document** | |
| **Name and status of the institution that has issued the vocational qualification certifying document** | **State institution that ensures recognition of the vocational qualification certifying document** |
| *<<Full name, address, phone No., website address; e-mail address of the document issuing institution.* *Legal status of the issuing institution>>* | The Ministry of Education and Science of the Republic of Latvia, website: *www.izm.gov.lv* |
| **Level of the vocational qualification certifying document**  **(national or international)** | Grading scale/Grade, which certifies fulfilment of requirements |
| Nationally recognised document, corresponding to the Level 4 of the Latvian Qualifications Framework (LQF 4) and the Level 4 of the European Qualifications Framework (EQF 4). | The grade received in the vocational qualification exam not less than “satisfactory – 5”  (the 10-point grading system is used). |
| **Access to the next education level** | **International contracts or agreements** |
| Diploma of vocational education allows to continue education in LQF 5/ EQF 5 or LQF 6/ EQF 6. | *<<if applicable.* *Filled in by the education institution, if the concluded international contracts or agreements provide for issuance of additional certificates. Delete the comment, if not applicable>>* |
| **Legal basis** | |
| Vocational Education Law (Section 6). | |

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| **6. Type of acquisition of the vocational qualification certifying document** | | | |
| ☐ Formal education:  ☐ Full-time  ☐ Full-time (work environment-based studies)  ☐ Extramural studies | | ☐ Education acquired outside the formal education system | |
| **Total duration of studies\*\*\*** (hours/years) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **A: Description of the acquired vocational education** | B: Percentage of full (100%) programme | | C: Duration (hours/weeks) |
| Part of the education programme acquired at the education institution | *<<Enter the volume (%) of the education programme acquired in classrooms of the education institution>>* | | *<<Enter the volume (hours or study weeks) of the education programme acquired in classrooms of the education institution>>* |
| Part of the education programme acquired in internship at a workplace, incl., work environment-based studies | *<<Enter the volume (%) of the education programme acquired outside classrooms of the education institution,*  *i.e., practical studies at a company/-ies, internship at a workplace, work environment-based studies>>* | | *<<Enter the volume (hours or study weeks) of the education programme acquired outside classrooms of the education institution,*  *i.e., practical studies at a company/-ies, internship at a workplace, work environment-based studies>>* |
| \*\*\*Applicable to acquired formal education.  **Additional information:**  [*www.izm.gov.lv*](http://www.izm.gov.lv/)  [*https://visc.gov.lv/profizglitiba/stand\_saraksts\_mk\_not\_626.shtml*](https://visc.gov.lv/profizglitiba/stand_saraksts_mk_not_626.shtml)  **National information centre:**  Latvian National Europass Centre, [*http://www.europass.lv/*](http://www.europass.lv/) | | | |