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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: **Skaņu operators** |
| (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: **Sound Technician\*\*** |
| (2) If necessary. This translation does not have a legal status. |

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| **3. Description of competences** |
| Sound technician prepares and ensures arrangement of electronic equipment, works with microphones, sound amplifiers, sound consoles and sound recording equipment, determines readiness of sound recording equipment and its conformity to the given task.  Has acquired competences for performance of the following professional duties and tasks:  3.1. Identification and planning of the work task:  − to clarify the work task;  − to assess the environment according to the work task;  − to plan sound equipment resources;  − to assess the risks related to performance of the work task;  − to clarify the available electrical power.  3.2. Preparation of the sound equipment:  − to prepare sound equipment and necessary auxiliary devices and additional equipment for work;  − to verify readiness of sound equipment for the work;  − to prepare sound equipment for transportation;  − to verify delivery of the sound equipment and its readiness for work after transportation.  3.3. Installation and checking of the sound equipment:  − to ensure connecting the sound console to sound sources;  − to ensure appropriate microphones for performance of the work task;  − to arrange speakers and sound control monitors as intended;  − to use the necessary additional devices and additional equipment;  − to prepare the sound console for commencement of the work.  3.4. Sound recording, playback and wiring for sound:  − to use devices intended for sound recording;  − to use devices intended for playback process;  − to use equipment intended for wiring for sound;  − to carry out the necessary sound adjustments for musically  - artistically high quality overall sounding;  − to control the quality of sound records;  − to control sensitivity levels of the wireless microphone transmitter and receiver.  3.5. Processing and post-processing of sound record:  − to select the material to be used for the sound record;  − to prepare sound record materials for processing;  − to process sound quality and level;  − to prepare an audio file for commencement of the work.  3.6. Compliance with labour and environmental protection rules:  − to observe labour protection rules;  − to observe fire safety rules;  − to observe electrical safety rules;  − to observe environmental protection requirements.  3.7. Implementation of the basic principles of professional activity:  – to use the official language;  – to use one foreign language;  – to use information and communication technology;  – to communicate with the customer and cooperation partners;  – to cooperate with the work team and other services or institutions;  – to handle conflict situations;  – to observe norms of employment legal relations;  – to observe the Copyright Law;  − to plan the financial costs of the work;  – to plan own working hours;  − to implement preventive measures for prevention of potential risks during the work process;  – to manage the team work;  – 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 for cultural institutions (theatre, cinema, television), companies or as a self-employed person, planning and ensuring wiring for sound and audio materials playback technical solutions according to the course and specifics of the event. |
| (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/) | | | |