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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: **Video 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: **Video Cameraman\*\*** |
| (2) If necessary. This translation does not have a legal status. |

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| **3. Description of competences** |
| Video cameraman develops visually, technologically, economically and communicatively organised and justified video products, serves video equipment and ensures its arrangement, films and carries out qualitative recording of the recording object according to the given instructions and script.  Has acquired competences for performance of the following professional duties and tasks:  3.1. Identification and planning of the work task:  – to clarify the filming task;  – to clarify the specifics of the filming task;  – to develop the filming time schedule;  – to plan financial resources for filming;  – to identify the quality and quantity of filming equipment;  – to prepare technical means for filming;  – to assess the filming risks;  – to plan activities at the filming area.  3.2. Filming – creating a visually aesthetic image:  – to set up the filming area;  – to follow the activities at the filming area;  – to create a high quality frame composition;  – to go deep into the work topic emotionally and intellectually.  3.3. Lighting:  – to arrange lighting objects according to the filming plan;  – to coordinate the amount of light;  – to determine the light conditions;  – to balance colour temperatures;  – to check arrangement of light sources according to the work safety rules;  – to use auxiliary devices.  3.4. Control of the quality of video image:  – to control filming colour modes;  – to set the depth of frame sharpness;  – to maintain frame stability;  – to preserve the balance of colour temperature;  – to control the camera light sensitivity (ISO).  3.5. Control of the quality of sound record:  – to analyse various specific features of sound recording equipment;  – to determine readiness and conformity of sound recording equipment to the given task;  – to use devices intended for the control of sound recording;  – to control the sound level visually;  – to control the quality of sound record;  – to control sensitivity levels of the transmitter and receiver.  3.6. Post-processing – editing of audiovisual work:  – to use editing computer programs;  – to select the video material to be used;  – to develop an editing plan;  – to process sound quality and level;  – to perform correction of colours.  3.7. Compliance with labour and environment protection rules:  – to observe labour protection rules;  – to act appropriately in emergency situations;  – to observe environmental protection rules.  3.8. Building of social relations:  – to communicate with the customer and cooperation partners, creating an idea of the final product;  – to respect personal space;  – to handle conflict situations;  – to cooperate with the film crew and other services and institutions.  3.9. Implementation of the basic principles of professional activity:  – to observe norms of employment legal relations;  – to observe the binding legislation;  – to perform work tasks according to the business principles;  – to organise the work process;  – to manage the subordinated employees;  – to observe the work completion deadlines and quality requirements;  – 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)** |
| Works for a media company or as a self-employed person. |
| (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/) | | | |