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| **Description: E:\IKVD_darbs\VISC_projekts_8_5_2\Europass_un_modular_projekts_2018\EUROPASS_PIELIKUMI_Aktualie\2_EUROPASS_pielik_jauns_form_ar_shana\Aktualais_no_2020_maija\Europass-Full-Colour-Brand-Mark.png** | 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: **Komunikācijas dizainera asistents**  *Specializācijas:*  **☐** ***Grafikas dizainera asistents (drukātie un digitālie mediji)***  **☐** ***Audiovizuālās komunikācijas dizainera asistents*** |
| (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: **Communication Designer Assistant** |
| (2) If necessary. This translation does not have a legal status. |

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| **3. Description of competences** |
| Communication designer assistant performs a part of duties of communication designer: carries out research of the audience (user's) needs, habits, research of analogues and materials, communication design solutions; performs sketching and modelling, makes and tests models, prepares the technical design and participates in implementation of the design project and presentation of results.  Has acquired competences for performance of the following professional duties and tasks:  ☐ 3.1. Identification of the task of communication design:  – to identify the work task, taking into consideration the customer's intention;  – to determine the target audience of communication design project;  – to study the products and services offered by the customer and competitors, their specifics;  – to identify communication opportunities within the communication design project;  – to identify the cultural historical and aesthetic background and system of elements of the communication design;  – to identify analogues of the communication design project.  ☐ 3.2. Planning of communication design project:  – to determine resources required for the communication design project;  – to identify specialists and services required for the communication design project;  – to prepare budget and time schedule of the communication design project;  – to coordinate the plan of the communication design project with the customer.  ☐ 3.3. Development of communication design idea and project:  – to carry out in-depth research of the target audience of the communication design project;  – to select the most suitable solution for the target audience of the communication design project;  – to participate in the development of the communication message;  – to identify means of artistic expression for the development of design;  – to assess conformity of the communication design solution to the objectives of the communication design project;  – to develop communication design sketches;  – to improve the selected communication design sketch in accordance with the customer's desires/project's needs.  ☐ 3.4. Implementation of communication design project:  – to develop the communication design according to the underlying message;  – to implement the communication design in the appropriate medium (digital and analog);  – to prepare the communication design project according to the technical requirements;  – to test conformity of the prototype's technical and aesthetic solution to the tasks of design project;  – to test conformity of the prototype to the target audience;  – to improve the communication design project according to the test results;  – to submit the communication design project or implement the final product;  – to prepare the communication design project documentation and samples.  ☐ 3.5. Observing of the general basic principles of professional activity, requirements of labour and environmental protection:  – to carry out design business;  – to observe requirements of labour and environmental protection;  – to observe norms of employment legal relations.  – to observe the principles of social and civil liability;  – to use the official language;  – to use at least one foreign language;  – to cooperate, observing the principles of professional communication;  – to use information and communication technology;  – to continuously improve own personality;  – to upgrade the professional qualification.  *Specialization* *Graphic Designer Assistant (Printed and Digital Media):*  ☐ 3.6. Planning of graphic design project:  – to determine the objective of graphic design project;  – to carry out research of the target audience of graphic design project;  – to identify the cultural historical and aesthetic context of graphic design project.  ☐ 3.7. Development and implementation of graphic design project:  – to develop a concept of graphic design project;  – to develop a graphic design solution;  – to test the content and prototype of graphic design;  – to transfer the graphic design project to the customer and/or manufacturer.  *Specialization Audiovisual Communication Designer Assistant:*  ☐ 3.8. Implementation of audiovisual communication design project:  – to create animation;  – to create a video material according to the audiovisual design project;  – to create video graphics for the audiovisual design project;  – to create audiovisual design installations;  – to create content of digital 3D environment;  – to create an interactive audiovisual design product in the virtual environment.  Additional competences:  – *<<Filled in by the education institution>>;*  – *....* |

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| **4. Employment opportunities according to the vocational qualification(3)** |
| To work for design offices and workshops, as well as companies of creative industries providing design services |
| (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*](http://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://registri.visc.gov.lv/profizglitiba/nks\_stand\_saraksts\_mk\_not\_626.shtml*](https://registri.visc.gov.lv/profizglitiba/nks_stand_saraksts_mk_not_626.shtml)  **National information centre:**  Latvian National Europass Centre, [*http://www.europass.lv/*](http://www.europass.lv/) | | | |