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|  | Certificate supplement(\*) | Description: http://upload.wikimedia.org/wikipedia/commons/thumb/8/84/Flag_of_Latvia.svg/125px-Flag_of_Latvia.svg.pngLatvia |

Series of the Certificate \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1. Title of the Certificate(1)** |
| ☐ Diploms par profesionālo vidējo izglītību  ☐ Profesionālās kvalifikācijas apliecība  Profesionālā kvalifikācija: **Skaņu operators** |
| (1) in the original language |

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| **2. Translated title of the Certificate(2)** |
| ☐ Diploma of vocational secondary education  ☐ Certificate of professional qualification  Professional qualification: **Sound Technician\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile 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 in line with the professional 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 Certificate** | |
| **Name and status of the body issuing the Certificate** | **National authority providing recognition of the Certificate** |
| *<<Full name, address, telephone number, website address; e-mail address of the issuing body. Legal status of the issuing body>>* | The Ministry of Education and Science of the Republic of Latvia, website: *www.izm.gov.lv* |
| **Level of the Certificate**  **(national or international)** | Grading scale/Grade attesting fulfilment of the requirements |
| State-recognised document, corresponding to the fourth level of the Latvian Qualifications Framework (LQF level 4) and the fourth level of the European Qualifications Framework (EQF level 4). | A mark of at least "average - 5" in the professional qualification examination (using a 10-point scale). |
| **Access to the next level of education** | **International treaties or agreements** |
| Diploma of vocational secondary education enables further education at LQF level 5/ EQF level 5 or LQF level 6/ EQF level 6. | *<<If applicable. To be completed by the education institution in case international treaties or agreements provide for the issue of additional certificates. If not applicable, delete comment>>* |
| **Legal basis** | |
| Vocational Education Law (Section 6). | |

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| **6. Means of obtaining the Certificate** | | | |
| ☐ Formal education:  ☐ Full-time  ☐ Full-time (work-based training)  ☐ Part-time | | ☐ Education acquired outside the formal education system | |
| **Total duration of training\*\*\*** (hours/years) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **A: Description of the vocational training received** | B: Percentage of total (100%) programme | | C: Duration (hours/weeks) |
| Part of the education programme completed in the education institution | *<<Indicate the amount (%) of the education programme completed on the premises of the education institution>>* | | *<<Indicate the amount (in hours or training weeks) of the education programme completed on the premises of the education institution>>* |
| Part of the education programme completed in workplace internship, including work-based training | *<<Indicate the amount (%) of the education programme completed outside the premises of the education institution,*  *i.e. practical training in enterprises, workplace internships, work-based training>>* | | *<<Indicate the amount (in hours or training weeks) of the education programme completed outside the premises of the education institution,*  *i.e. practical training in enterprises, workplace internships, work-based training>>* |
| \*\*\* Applicable to formal education.  **Further information available at:**  [*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:**  National Europass Centre in Latvia, [*http://www.europass.lv/*](http://www.europass.lv/) | | | |