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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: **Video 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: **Video Cameraman\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile 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 in line with the professional qualification(3)** |
| Works for a media company or as a self-employed person. |
| (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 acquired 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/) | | | |