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|  | Certificate supplement(\*) |  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 apliecībaProfesionālā kvalifikācija: **Bibliotekārs** |
| (1) in the original language |

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

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| **3. Profile of competences** |
| A librarian provides library and information services on-site, online and remotely; promotes the library and its offerings; collects and catalogues printed and electronic documents; and is familiar with library information systems and resources. Has acquired the competences required to perform the following professional duties and tasks:3.1. Knowledge of and compliance with the regulatory documents governing the work of the library: − be familiar with the regulatory framework; − organise work processes in accordance with the requirements of regulatory documents; − comply with the requirements of regulatory documents. 3.2. Planning the work of the library: − plan and organise the work of the library or unit; − plan and organise the material and technical resources of the library or unit; − plan, organise and implement public events and activities of the library or unit; − keep daily statistical records, prepare an annual textual and statistical report for the library or unit; − get involved in projects. 3.3. Organising and managing the library's collections: − create a collection profile for the library or unit; − know the sources of collection, and complete the library or unit's collection; − systematise, classify and catalogue printed and other information documents; − keep individual and cumulative records of the library or unit's collection; − shelve and keep books, periodicals and other information documents in order; − take an inventory of the library or unit's collection. 3.4. Use of shared catalogues, databases and digital libraries: − manage the library's information system - the catalogue; − cooperate with the library information system's shared catalogue holder; − inform the holder of the shared catalogue of technical and content problems in a timely manner; − use national and other libraries' shared catalogues; − build the databases of the library or unit; − use subscribed databases; − use the Digital Library of Latvia, digital collections and internet resources. 3.5. Providing services to library users: − register library users manually or in the library information system; − issue and collect books and other documents issued from library users; − record manually or in the library's information system the books and other information documents issued and returned; − provide information services on-site, online and remotely using information and communication technologies; − search for, obtain, analyse, evaluate information, prepare oral and written references for library users; − promote information literacy and reading skills among library users; − know literature, organise reading promotion activities; − advise library users on the resources available in the library; − advise library users on the use of information and communication technologies.3.6. Ensuring cooperation: − cooperate with the founder of the library; − cooperate with other library units, other libraries and other institutions; − collaborate with library users and related professionals. 3.7. Developing professional competences: − learn about the latest technologies in use in the library sector; − develop the knowledge and skills required to carry out one's professional duties; − participate in national, regional and district librarians' conferences, seminars and other educational events; − keep up to date with the latest literature and professional publications. 3.8. Compliance with labour and environmental protection requirements: − respect employment relationship; − regularly monitor the working environment for compliance with labour and environmental protection requirements; − observe electrical and fire safety regulations; − observe the safety requirements for the use of the machinery and equipment appropriate to the workplace; − comply with environmental protection requirements. Additional competences:* *<<To be completed by the education institution>>;*
* *...;*
* *...;*
* *...*
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| **4. Employment opportunities in line with the professional qualification(3)** |
| Work in academic, special, public and educational libraries and information centres. |
| (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>>* | Ministry of Education and Science of the Republic of Latvia, website: [*www.izm.gov.lv*](http://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 vocational 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/) |