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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 apliecība  Profesionālā 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 qualification  Professional 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/) | | | |