

1. TITLE OF THE CERTIFICATE (CZ)⁽¹⁾

**Výuční list z oboru vzdělání:
34-57-H/01 Knihař (denní studium)**

⁽¹⁾ In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE⁽²⁾

**Apprenticeship Certificate in:
34-57-H/01 Bookbinder (full-time study)**

⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

General competences:

- take responsibility for completion of tasks in work or study;
- adapt own behaviour to circumstances in solving problems;
- be familiar with various methods of learning, use sources of information well, show functional literacy;
- understand assignments or identify the cores of problems, exert variable solutions, work both independently and within a team;
- communicate in one foreign language at the level of at least A2+ of the Common European Framework of Reference for Languages;
- cope with changing socio-economic conditions, be financially literate;
- be aware of the labour market mechanisms, and of the employee-employer relationships, act on career decisions responsibly, understand the significance of lifelong learning;
- use basic mathematics and the basic principles of physics and chemistry when needed in daily situations;
- work with the means of information and communication technologies, exploit adequate sources of information, handle information effectively;
- act in an environmentally-conscious manner and in compliance with strategies for sustainability;
- support values of local, national, European and world cultures, recognize the value of life;
- exert fundamentals of health protection, occupational safety, and fire prevention and safety;
- exert norms and prescriptions in the field.

Vocational competences:

- apply the aesthetic principles of the printing industry;
- have knowledge of graphic art techniques in relation to the printing industry;
- keep track of machines and equipment used in the printing industry, know the principles of their operations and ways of their routine maintenance;
- keep track of book production and the technologies used to produce them;
- process order, perform economic calculation and process the technological production;
- work with creative design and technical documentation;
- identify materials for book production and printing for each stage of production;
- use different types of materials and respect the prescribed methods of storage and handling of materials;
- have knowledge of the basic principles of the press;
- have knowledge of the current trends in document creation and choose the correct way to handle the technical and programming capabilities;
- master basic and special printing techniques;
- select suitable work equipment, tools and software for the specific work practices;
- handle the basic bookbinding techniques;
- apply a creative approach to solve practical problems in adjusting links;
- carry out graphic design of bookbinding;
- comply with established standards and regulations related to quality management system in the workplace;
- ensure the security parameters of quality of processes, products or services and take into account customer requirements;
- consider when planning and assessing activities at work and in everyday life possible costs, revenues and profit, environmental and social impacts.



4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

The graduate is employed in the field of polygraphic in special bookbinding manufactures, printers, advertising agencies or restoration workshops. After gaining the necessary experience in the field he/she is ready for private enterprise in the area. Examples of possible jobs: industrial bookbinder, artistic bookbinder, operator on automatic bookbinding lines and bookbinding machines.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate Střední odborná škola a Střední odborné učiliště Lanškroun Sokolská 288 Lanškroun 563 01 CZ public school	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of Education, Youth and Sports Karmelitská 7 118 12 Praha 1 Czech Republic
Level of the certificate (national or international) Upper secondary education completed by the final examination (Apprenticeship Certificate) ISCED 353, EQF 3	Grading scale / Pass requirements 1 excellent (výborný) 2 very good (chvalitebný) 3 good (dobrý) 4 satisfactory (dostatečný) 5 fail (nedostatečný) <i>Overall assessment::</i> Prospěl s vyznamenáním: Pass with Honours (the average mark is ≤ 1,5) Prospěl: Pass (an examination mark is not worse than 4) Neprospěl: Fail (the examination mark in one or more subjects is 5)
Access to next level of education / training ISCED 354, EQF 4	International agreements
Legal basis Law No. 561/2004 on Pre-school, Basic, Secondary, Post-secondary and Other Education (School Act) as amended by later regulations	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of vocational education and training received	Percentage of total programme	Duration
<ul style="list-style-type: none"> • School- / training centre-based • Workplace-based • Accredited prior learning 	The ratio between theoretical education and practical training is defined by education providers themselves with regard to the respective educational programme and the employers' needs.	
Total duration of the education / training leading to the certificate		3 years / 3 072 lessons
Entry requirements Completed compulsory school education		
Additional information More information (including a description of the national qualifications system) available at: EQF , EURYDICE , NPI		
National Pedagogical Institute of the Czech Republic – National Europass Centre Czech Republic, Senovážné nám. 872/25, 110 00 Praha 1		  stamp and signature Done at Prague for the school year 2025/2026

(*) Explanatory note

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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