

1. TITLE OF THE CERTIFICATE (CZ)⁽¹⁾

**Vysvědčení o maturitní zkoušce z oboru vzdělání:
72-41-M/01 Informační služby (denní studium)**

⁽¹⁾ In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE⁽²⁾

**Maturita Certificate in:
72-41-M/01 Information Services (full-time study)**

⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

General competences:

- 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, be able to work both independently and within a team;
- formulate views and attitudes verbally and in writing, communicate on elementary level in one foreign language, be motivated to extend own language competences;
- 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;
- be able to 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:

- work with databases and use the information within them;
- process, classify and retrieve information;
- protect, maintain, store and use information systems;
- provide information to manage operational areas.

Specialization in librarianship:

- build, process, manage, preserve, protect and use information funds;
- ensure operation of the library; build catalogues, use information sources;
- ensure literature search, information, bibliographic, reference and lending services;
- work with primary, secondary and tertiary sources of information;
- analyze information requirements and user needs and satisfy them; prepare typical documents in a standardized format;
- revise and review the content of library collections;
- organize and implement informatics education; promote the activities of the library in the public;
- apply the laws, regulations and technical standards in practice; manage the financial resources efficiently.

Specialization in archiving:

- acquire, process, store, protect and utilize the information funds;
- ensure operation of the archive, revise and check the condition of the archive;
- process new acquisitions to the archive, search and deposit archive material
- keep researchers records ; carry out inventory of archive fund; ensure filing service;
- ensure shredding and selection of archival documents in organizations and business companies;
- design internal records, shredding and archival rules; prepare typical documents in a standardized format;
- manage the financial resources efficiently.

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



The graduate is employed in the middle management positions in the field of librarianship and archive, in work activities related with the management of library collections, with the construction, maintenance and use of information systems, when working in state archives and archiving data and documents.

Examples of possible jobs: librarian, archivist.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate Střední průmyslová škola strojnická a Střední odborná škola profesora Švejcara Plzeň Klatovská 109 Plzeň 301 00 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 Maturita examination ISCED 354, EQF 4	Grading scale / Pass requirements 1 excellent (výborný) 2 very good (chvalitebný) 3 good (dobrý) 4 satisfactory (dostatečný) 5 fail (nedostatečný) Overall assessment:: 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 655/645/746, EQF 6	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		4 years / 4 096 lessons
Entry requirements Completed compulsory school education		
Additional information More information (including a description of the national qualifications system) available at: www.nuv.cz and www.eurydice.org		
National Institute for Education, Education Counselling Centre and Centre for Continuing Education of Teachers – National Europass Centre Czech Republic Weilova 1271/6 102 00 Praha 10 Czech Republic		
Done at Prague for the school year 2016/2017		  stamp and signature

(*) Explanatory note

This document is a supplement to a specific diploma/certificate. It provides additional information on competencies gained in the given field of study and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers and Decision No 2241/2004/EC of the European Parliament and of the Council of 15 December 2004 on a single Community framework for the transparency of qualifications and competences (Europass).

More information available at: <http://europass.cedefop.europa.eu>, <http://www.europass.cz>

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