

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, work both independently and within a team;
- communicate in one foreign language at the level of at least B1 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:

- 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 odborná škola pro administrativu Evropské Unie, Praha 9, Lipí 1911 Lipí 1911 Praha 9 - Horní Počernice 193 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	
	Result in the general section – success rate in % Czech language and literature, foreign language: more than 87 % to 100 % excellent - 1 more than 73 % to 87 % commendable - 2 more than 58 % to 73 % good - 3 44 % to 58 % sufficient - 4 0 % and less than 44 % insufficient - 5 Mathematics and Advanced Mathematics: more than 85 % to 100 % excellent - 1 more than 67 % to 85 % commendable - 2 more than 49 % to 67 % good - 3 33 % to 49 % sufficient - 4 0 % and less than 33 % insufficient - 5	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 and EQF 7 (EQF7 only for Long first degree programmes at Master's)		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 Ss. 22 and 24 of the Decree No. 177/2009 Coll., on Detailed Conditions for Completing Education by the School-leaving Examination in Secondary Schools, as amended.		

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: 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 2023/2024

(*) 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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