

1. TITLE OF THE CERTIFICATE (CZ)<sup>(1)</sup>

**Vysvědčení o maturitní zkoušce z oboru vzdělání:  
66-43-M/01 Knihkupecké a nakladatelské činnosti (denní studium)**

<sup>(1)</sup> In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE<sup>(2)</sup>

**Maturita Certificate in:  
66-43-M/01 Bookselling and Publishing (full-time study)**

<sup>(2)</sup> 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:**

- conduct negotiations with suppliers;
- conclude a contract with a supplier;
- order, accept and sell books, audio and video media, CD-ROMs, graphics, bibliophiles, reproductions, and other supplementary assortment;
- prepare income and expenditure receipts, invoices;
- provide qualified advice to customers of the book trade;
- handle sales returns;
- work with bibliographic catalogues and systems;
- work with the appropriate programs for the book market and catalogue of stored books;
- buy assortment of second-hand bookshop and of specialized music stores;
- ensure the marketing of the bookstore;
- assess the text from the professional and the artistic point of view in relation to demand of the book market;
- perform general language, spelling and stylistic editing, proofreading;
- carry out business, economic and technical calculations in the preparation of books and printed materials in general;
- be familiar with the legislation related to the issuing of books, including copyright law, the law related to non-periodical publications and ISBN;
- ensure the marketing of the publishing.

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



The graduate is employed in the field of book trade, in work activities related to the operation, distribution, promotion and other domains of the book trade.

Examples of possible jobs: the bookseller employee of publishing house, proofreader, employee of the book distribution company, antiquarian, librarian.

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the body awarding the certificate</b> Střední škola designu a umění, knižní kultury a ekonomiky Náhorní U Měšťanských škol 525/1 Praha 8 182 00 CZ public school	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of Education, Youth and Sports Karmelitská 7 118 12 Praha 1 Czech Republic
<b>Level of the certificate (national or international)</b>  Upper secondary education completed by the Maturita examination <b>ISCED 354, EQF 4</b>	<b>Grading scale</b>  <b>Result in the general section – success rate in % Czech language and literature, foreign language:</b> 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 <b>Mathematics and Advanced Mathematics:</b> 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
<b>Access to next level of education / training</b> ISCED 655/645/746, EQF 6 and EQF 7 (EQF7 only for Long first degree programmes at Master's)	<b>International agreements</b>
<b>Legal basis</b> 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"> <li>• School- / training centre-based</li> <li>• Workplace-based</li> <li>• Accredited prior learning</li> </ul>	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		<b>4 years / 4 096 lessons</b>
<b>Entry requirements</b> Completed compulsory school education		
<b>Additional information</b> More information (including a description of the national qualifications system) available at: <a href="#">EQF</a> , <a href="#">EURYDICE</a> , <a href="#">NPI</a>		
<b>National Pedagogical Institute of the Czech Republic – National Europass Centre Czech Republic, Senovážné nám. 872/25, 110 00 Praha 1</b>		  stamp and signature <b>Done at Prague for the school year 2023/2024</b>

**(\*) 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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