



# CERTIFICATE SUPPLEMENT NO. .... \*



Republic  
of Poland

CERTIFICATE HOLDER'S FIRST NAME (MIDDLE NAME) AND LAST NAME.....

## 1. TITLE OF THE CERTIFICATE <sup>1)</sup>

Dyplom potwierdzający kwalifikacje zawodowe w zawodzie **technik księgarstwa**, symbol cyfrowy **522306**

<sup>1)</sup>Original language version

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

Vocational Diploma for the occupation of **bookselling technician**, occupation reference number **522306**

<sup>2)</sup> If applicable. This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

The vocational diploma for the occupation of **bookselling technician**, for which the qualifications: **AU.20. Conduct of sale** and **AU.24. Conduct of informative and bibliographic activities** have been specified, certifies that the holder is able to:

- collect deliveries and prepare goods for sale with the use of technical devices,
  - store goods in accordance with applicable commodity and quality standards,
  - protect goods against damage, destruction and theft and make an inventory,
  - apply various sale methods and techniques in order to establish and maintain contact with a customer,
  - conduct sales conversation and present the offer taking into account the type of customer behaviour,
  - perform activities connected with goods packing, releasing and acceptance,
  - process orders, prepare sales documentation and make financial settlements in accordance with the law,
  - conduct a complaint process with the use of the provisions on consumer rights,
  - find information about the publishing market and book assortment,
  - classify book assortment,
  - prepare bibliographic descriptions and bibliographies,
  - design informative and bibliographic models for bookshops,
  - plan and implement marketing activities,
  - develop and present statistical data and research results,
  - perform work connected with the preparation of business meetings,
- and, in addition, within the scope of professional tasks performed:
- observe occupational health and safety, fire and environmental protection regulations and requirements of ergonomics,
  - provide first aid to the injured in accidents at work and in life or health-threatening situations,
  - apply the provisions concerning business operation, labour law and personal data protection law,
  - use a foreign language and use foreign-language sources of information,
  - organise work of a small team.

## 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THIS CERTIFICATE <sup>3)</sup>

shop assistant/seller, bookselling technician

<sup>3)</sup> If applicable.

| 5. OFFICIAL BASIS OF THE CERTIFICATE   |  |
|--|--|
| <b>Name of the certificate awarding body</b><br>Regional Examination Board in .....  | <b>Authority supervising the certificate awarding body</b><br>Central Examination Board  |
| <b>Level of the certificate (national or international)</b><br>Full qualification at level four of the Polish Qualifications Framework – PQF IV<br>Qualification at level four of the European Qualifications Framework – EQF 4<br><br>ISCED - 354 | <b>Pass requirements</b><br>An examination is carried out for each qualification specified for a given occupation. In order to pass the examination for a given qualification the minimum required score is:<br>1) in the written part – at least 50% of points available,<br>2) in the practical part – at least 75% of points available. |
| <b>Access to next level of education</b><br>If the certificate holder has been awarded a secondary school graduation ( <i>matura</i> ) certificate, he/she may continue education at tertiary level.   | <b>International agreements</b><br><br>_____   |
| <b>Legal basis</b><br>Regulation of the Minister of National Education of August 27, 2019 on certificates, state diplomas and other school prints (Journal of Laws of 2019, item 1700 as amended).   |  |

| 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE  |   |
|---|---|
| The holder of the certificate has obtained at least a secondary education and passed examinations for the qualifications specified for the occupation of bookselling technician: <b>AU.20. Conduct of sale</b> and <b>AU.24. Conduct of informative and bibliographic activities</b> . These qualifications can be obtained by pursuing one of the following educational paths. |   |
| <b>Ways of acquiring qualifications for the occupation of bookselling technician</b>  | <b>Minimum percentage of practical training in vocational education (%)</b> |
| School education (four-year secondary technical school)   | 50  |
| School education (3-year stage 1 sectoral vocational school and 2-year stage 2 sectoral vocational school)  | 60 and 50   |
| School education (3-year stage 1 sectoral vocational school) and obtaining additional qualifications in non-school forms  | 60 and 50   |
| Continuing learning in out-of-school forms (minimum number of hours specified in the vocational education core curriculum for the occupation of bookselling technician)   | 60 and 50   |
| Confirmation of qualifications by extramural vocational examinations for those who have completed lower secondary education or 8-year primary school and:<br>a) have at least 2 years' education in the occupation of bookselling technician or<br>b) have at least 2 years' experience of working as a bookselling technician.   | 50<br>100   |
| <b>Additional information:</b><br>More information (including a description of the national qualifications system) available at: National Europass Centre – <a href="http://www.europass.org.pl">www.europass.org.pl</a>  |   |

**\*Explanatory note**

This document is designed to provide additional information about the specified certificate 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, 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. More information available at: <http://europass.cedefop.europa.eu>

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