



CERTIFICATE SUPPLEMENT (*)



1. TITLE OF THE CERTIFICATE ()

Bookbinder, bookbinding

2. TRANSLATED TITLE OF THE CERTIFICATE ()

Bókbindari

This translation has no legal status.

3. PROFILE OF KNOWLEDGE AND SKILLS

The holder

- Is familiar with the main qualities and workings of materials used in bookbinding, knows the correct handling of those and understands the possible dangers and environmental effects they may have
- Is familiar with and knows the correct application of all major machines and tools that bookbinders use in their work, as well as their maintenance and care
- Is familiar with safety precautions in the workplace and arranges his or her work in such a way that the health and safety of self and others is not at risk
- Is familiar with the work process in manual and mechanised bookbinding, as they relate to the customer's requirements
- Is able to explain the work process of mechanised bookbinding as it relates to different machinery and technology
- Can obtain information relating to the main aspects of the profession
- Is able to bind books manually, depending on their content and purpose
- Can perform all the phases of backing
- Knows how to use a manual embossing press, knows how to bind and fully finish books in leather binding, corner and book spine
- Is familiar with the different workings of bookbinding materials
- Is familiar with manual embossing with fillets and is proficient in block and blind blocking
- Can design the look of books based on their content and purpose
- Knows the methods used in padding and jogging
- Can work according to basic rules relating to stapling machines
- Can use a computerised board cutter, following crop marks and work descriptions
- Knows the different types of impositions, folding and crop marks

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

The work of bookbinders consists of completing the final stages of all printed matter and largely involves working with computerised folding machines and cropping knives, as well as manual bookbinding. The bookbinder should be able to provide professional advice about the best and most efficient way of processing and finishing printed matter, the choice of materials and other aspects relating to bookbinding. Authorised to work as bookbinders are those who have earned a journeyman's certificate in bookbinding, issued by the Minister of Industry and Trade.

(*) 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.

More information on transparency is available at: www.cedefop.eu.int/transparency

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5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate An Icelandic upper secondary school operating on the basis of the Upper Secondary School Act and the National Curriculum for Upper Secondary Schools, issued by the Minister of Education, Science and Culture.	Name and position of governing body or region that looks after certifying or confirming the certificate The Ministry of Education, Science and Culture
Level of the certificate (national or international) Upper secondary school level Isced 3	Grading scale / Pass requirements 1-10 Passing grade 5.
Access to next level of education/training Additional studies for matriculation or studies for a master examination	International agreements
Legal basis The Upper Secondary School Act no. 92/2008, regulation regarding journeyman's examination no. 698/2009 The Industrial Act no. 42/1978 and regulations on Authorised Branches of Industry no. 940/1999.	

6. FRAMEWORK AND ORGANISATION OF TRAINING

The average duration of the education and training programme is three years, organised as follows: formal education for four school terms, or 72 weeks including examinations, and 48 weeks of on-the-job training. The programme concludes with a journeyman's examination.

Entry requirements

Primary school graduation certificate

Additional information

Further information may be found on <http://eng.menntamalaraduneyti.is/>

National reference point

The Ministry of Education, Science and Culture, <http://eng.menntamalaraduneyti.is/>