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Series of vocational qualification certificate \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1. Title of the vocational qualification certificate(1)** |
| ☐ Diploms par profesionālo vidējo izglītību  ☐ Profesionālās kvalifikācijas apliecība  Profesionālā kvalifikācija: **Vēdināšanas un kondicionēšanas sistēmu tehniķis** |
| (1) in the original language |

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| **2. Translation of the title of the vocational qualification certificate(2)** |
| ☐ A diploma of vocational secondary education  ☐ A vocational qualification certificate  Vocational qualification: **Ventilation and Conditioning Systems Technician; Ventilation Technician**\*\* |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A ventilation and conditioning systems technician independently plans and organises the installation of ventilation and conditioning equipment and ducts in the premises under his/her supervision. Plans, organises and carries out monitoring, diagnosis, adjustment and repair, fault identification and diagnosis of equipment and systems in operation, ensures optimum operation of equipment and systems, identifies and rectifies equipment and duct faults.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Planning and organising the installation, maintenance and servicing of ventilation and conditioning equipment and systems:  − assess the work assignment to be carried out;  − get the information needed to do the work;  − work with the technical documentation for ventilation and conditioning equipment and systems;  − plan the time and resources needed to do the work;  − choose the right tools, accessories and measuring instruments for the work;  − develop simplified technical documentation.  3.2. Installation/dismantling of ventilation and conditioning equipment and systems:  − provide the necessary installation materials for the installation/dismantling of the equipment;  − install/dismantle ventilation and conditioning equipment and systems, and its assemblies;  − prepare ventilation and conditioning equipment and systems for operation;  − start up ventilation and conditioning equipment and systems after installation or repair;  − check the quality of the work and compliance with the technical process and regulatory requirements;  − document the work carried out;  3.3. Monitoring of ventilation and conditioning equipment and systems in operation:  − assess the ventilation and conditioning equipment and systems to be operated;  − run the ventilation and conditioning equipment and/or system;  − set the ventilation and conditioning equipment and/or system according to the technical design;  − perform diagnosis and maintenance of ventilation and conditioning equipment and systems;  − identify faults in the operation of ventilation and conditioning equipment and systems;  − shut down technical processes of ventilation and conditioning equipment and systems.  3.4. Organising and carrying out repairs to ventilation and conditioning equipment and systems:  − familiarise with the repair work assignment;  − identify the materials, tools, auxiliary equipment and resources needed;  − carry out repair work on ventilation and conditioning equipment and systems or its assemblies;  − repair damage and defects to ventilation and conditioning equipment and system components;  − restore the operation of ventilation and conditioning equipment and systems;  − complete the technical operation documentation.  3.5. Compliance with labour protection, electrical safety, fire safety and environmental protection requirements:  − comply with labour protection requirements;  − comply with fire safety requirements;  − comply with electrochemical and electrical safety requirements;  − use appropriate personal and collective protective equipment;  − prepare the work area for safe and comfortable work;  − comply with the legislative requirements of environmental protection;  − ensure that chemicals are stored and used in accordance with the requirements set out in the safety data sheet;  − provide first aid;  − act in emergencies.  3.6. Observance of the basic principles of professional practice:  − communicate in the national language and at least one foreign language;  − apply the basic principles of mathematics and natural sciences in professional activities;  − work using information technology;  − adhere to the principles of teamwork in carrying out one's duties;  − respect employment relationship;  − respect social and civic principles;  − develop professional skills and abilities.  Additional competences:   * *<<To be completed by the education institution>>;* * *...;* * *...;* * *...* |

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| **4. Employment opportunities in line with the vocational qualification(3)** |
| Work independently or in a team with other professionals in ventilation and conditioning companies, or as self-employed or as a sole trader. |
| (3) If possible |

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| **5. Description of the document certifying vocational qualification** | |
| **Name and status of the body issuing the vocational qualification certificate** | **National authority providing recognition of the vocational qualification certificate** |
| *<<Full name, address, telephone number, website address; e-mail address of the issuing body.* *Legal status of the issuing body>>* | Ministry of Education and Science of the Republic of Latvia, website: *www.izm.gov.lv* |
| **Level of the vocational qualification certificate**  **(national or international)** | Assessment scale/Assessment attesting fulfilment of the requirements |
| State-recognised document, corresponding to the fourth level of the Latvian Qualifications Framework (LQF 4) and the fourth level of the European Qualifications Framework (EQF 4). | A mark of at least "average - 5" in the vocational qualification examination (using a 10-point scale). |
| **Access to the next level of education** | **International treaties or agreements** |
| A diploma of vocational secondary education enables further education at LQF level 5/ EQF level 5 or LQF level 6/ EQF level 6. | *<<If applicable.* *To be completed by the education institution in case international treaties or agreements provide for the issue of additional certificates. If not applicable, delete comment>>* |
| **Legal basis** | |
| Vocational Education Law (Section 6) | |

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| **6. Means of obtaining the vocational qualification certificate** | | | |
| ☐ Formal education:  ☐ Full-time  ☐ Full-time (work-based training)  ☐ Part-time | | ☐ Education acquired outside the formal education system | |
| **Total duration of training\*\*\*** (hours/years) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **A: Description of the vocational training received** | B: Percentage of total (100%) programme | | C: Duration (hours/weeks) |
| Part of the education programme completed in the education institution | *<<Indicate the amount (%) of the education programme completed on the premises of the education institution>>* | | *<<Indicate the amount (in hours or training weeks) of the education programme completed on the premises of the education institution>>* |
| Part of the education programme completed in workplace internship, including work-based training | *<<Indicate the amount (%) of the education programme completed outside the premises of the education institution,*  *i.e. practical training in enterprises, workplace internships, work-based training>>* | | *<<Indicate the amount (in hours or training weeks) of the education programme completed outside the premises of the education institution,*  *i.e. practical training in enterprises, workplace internships, work-based training>>* |
| \*\*\* Applicable to formal education.  **Further information available at:**  [*www.izm.gov.lv*](http://www.izm.gov.lv)  [*https://visc.gov.lv/profizglitiba/stand\_saraksts\_mk\_not\_626.shtml*](https://visc.gov.lv/profizglitiba/stand_saraksts_mk_not_626.shtml)  **National Information Centre:**  National Europass Centre in Latvia, [*http://www.europass.lv/*](http://www.europass.lv/) | | | |