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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: **Analītiskās ķīmijas 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: **Analytical Chemistry Technician\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| An analytical chemistry technician independently performs chemical, physicochemical, biochemical and microbiological analyses using classical and instrumental methods of analysis in accordance with the requirements of standards and other regulatory enactments.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Organising the workplace:  ̶ familiarise oneself with the documentation required to carry out the assignment;  ̶ check that the necessary laboratory equipment is ready for use;  ̶ check that the personal protective equipment required for the assignment is in place;  ̶ prepare the workplace, keep it tidy during work and tidy after work.  3.2. Compliance with occupational safety and environmental protection regulations:  ̶ read the safety data sheets and safety instructions before starting work;  ̶ use personal protective equipment at work;  ̶ observe safety requirements when working with chemicals;  ̶ observe safety requirements when working with microorganism cultures;  ̶ comply with fire and electrical safety regulations;  ̶ observe the rules for working with explosive substances;  ̶ comply with the operational requirements of the equipment;  ̶ organise first aid, if necessary;  ̶ collect laboratory waste in accordance with regulatory documentation;  ̶ observe safety signs;  ̶ prevent contamination of the working environment and the surrounding environment.  3.3. Comply with hygiene requirements in the laboratory:  ̶ use work clothing and other personal protective equipment;  ̶ respect staff flows;  ̶ observe personal hygiene;  ̶ prevent microbiological, physical and chemical contamination of premises and products;  ̶ keep unauthorised items (food, drinks, etc.) out of the laboratory.  3.4. Sampling of raw materials, supplies and products:  ̶ familiarise oneself with the company's regulatory documentation on sampling;  ̶ prepare the necessary inventory and personal protective equipment;  ̶ take samples of raw materials, supplies and products for analysis;  ̶ take samples for environmental and microbiological monitoring;  ̶ label and record the samples taken according to the company's regulatory documentation.  3.5. Prepare samples, consumables, solutions and media for analysis:  ̶ use measuring cups suitable for reagents and samples;  ̶ prepare reagents and samples according to the work assignment;  ̶ prepare, sterilise and check the quality of the media;  ̶ ensure that reagents and samples subject to strict accounting are accounted for;  ̶ observe the rules for storage of reagents, samples and materials.  3.6. Carry out sample analyses in accordance with the approved documentation:  ̶ carry out chemical analyses;  ̶ carry out microbiological analysis;  ̶ carry out physico-chemical analyses;  ̶ carry out technical etc. analyses;  ̶ comply with the requirements on the use of substances subject to strict accounting.  3.7. Monitoring the performance of the hardware used:  ̶ calibrate equipment in accordance with the regulatory documents;  ̶ monitor the compliance of equipment, hardware and measuring instruments with the regulatory documents;  ̶ document the actual values of the regulated parameters;  ̶ keep records of the operation of equipment and measuring instruments.  3.8. Compiling and evaluating the obtained analysis results:  ̶ keep a record of the progress of the analysis;  ̶ add all raw data (charts, printouts, chromatograms, electropherograms, etc.) to the analysis records;  ̶ keep a record of the deviations observed during the analysis;  ̶ calculate the results of the analyses;  ̶ assess compliance with the regulatory documentation;  ̶ record the results of the analyses.  3.9. Compliance with the requirements of the regulatory acts mandatory for the industry:  ̶ comply with the basic requirements of good laboratory practice;  ̶ comply with the basic requirements of good manufacturing practice;  ̶ comply with the requirements of the Republic of Latvia and other regulatory enactments applicable to the performance of the specific work assignments;  ̶ comply with the requirements of international quality systems (ISO 17025, ISO 9001, ISO 14001, OHSAS, REACH, etc.);  ̶ comply with the requirements of the company's internal regulatory documents.  3.10. Adhering to the basic principles of ethics:  ̶ work in a team;  ̶ be accountable for the results of own work;  ̶ coordinate with specialists from other departments within the company;  ̶ use working time wisely.  Additional competences:  *<<To be completed by the education institution>>;*  *̶ ...;*  *̶ ...;*  *̶ ...* |

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| **4. Employment opportunities in line with the vocational qualification(3)** |
| Work in a chemical, biochemical, pharmaceutical, cosmetics, perfumery or food production company, or in named industries and environmental regulatory authorities. |
| (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/) | | | |