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| E:\IKVD_darbs\VISC_projekts_8_5_2\Europass_un_modular_projekts_2018\EUROPASS_PIELIKUMI_Aktualie\2_EUROPASS_pielik_jauns_form_ar_shana\Aktualais_no_2020_maija\Europass-Full-Colour-Brand-Mark.png | Supplement to vocational qualification certificate(\*) | http://upload.wikimedia.org/wikipedia/commons/thumb/8/84/Flag_of_Latvia.svg/125px-Flag_of_Latvia.svg.pngLatvia |

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: **Mēbeļu galdnieks** |
| (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: **Cabinet maker\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A cabinet maker makes, assembles, builds and repairs furniture of various types and designs, incorporates fittings and other materials into wood products, selects materials and other resources suitable for the work, draws up drawings, communicates with customers, prepares estimates.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Organising the work process:  − familiarise oneself with the work assignment for the manufacture of furniture;  − participate in the development of the furniture design;  − perform calculations related to the manufacture of furniture;  − choose working methods appropriate to the work assignment;  − prepare appropriate tools and woodworking machines.  3.2. Selection and preparation of materials:  − select the materials to be used in the manufacture of furniture;  − assess the quality of the materials ordered;  − prepare the necessary aids (templates, clamps, pallets, etc.);  − select the necessary auxiliary materials (abrasives, glues), fixings and fittings.  3.3. Furniture making:  − make furniture blanks;  − perform mechanical processing work on furniture blanks;  − finish the edges of furniture parts with natural wood or artificial materials;  − manufacture the decorative and functional elements (mouldings, cornices, filling laths, bevels, roundings, etc.);  − create decorative veneer assemblies;  − incorporate carvings into the furniture structure;  − incorporate turned parts into the furniture structure;  − check the compatibility of the furniture parts in the overall composition;  − prepare the furniture surface for finishing;  − carry out surface finishing of furniture/parts;  − perform fitting hardware and non-wood materials;  − carry out final assembly of furniture;  − perform repairs on furniture.  3.4. Installation and incorporation of furniture on site:  − prepare the furniture for transport;  − check the dimensions of the space provided for the furniture against the drawings;  − install the furniture in its intended location;  − adjust the furniture after assembly.  3.5. Observance of the basic principles of professional practice:  − carry out work in accordance with the rules of occupational safety, labour protection, fire safety and electrical safety;  − comply with the rules governing employment relations;  − use information and communication technologies as appropriate to the tasks involved;  − work individually and cooperatively with colleagues;  − comply with environmental protection requirements when working with wood protection products;  − improve professional qualification.  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 carpentry workshops, woodworking and furniture manufacturing companies, as well as on site, building or installing furniture. |
| (3) If possible |

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| **5. Description of the vocational qualification certificate** | |
| **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*](http://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 programme completed on the premises of the education institution>>* | | *<<Indicate the amount (in hours or training weeks) of the 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 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 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/) | | | |