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|  | 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: **Kosmētiķis** |
| (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: **Cosmetician\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A cosmetician is a certified medical practitioner who treats aesthetic problems of the face and body using a variety of manual and apparatus techniques, and provides other cosmetic services to improve appearance, fitness and well-being.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Preparation of the working environment and workplace:  – provide equipment, medical devices, instruments, linen and other supplies and consumables;  – provide professional cosmetic products;  – prepare the cosmetician's workplace;  – ensure that the premises comply with safety and hygiene requirements;  – ensure that tools and equipment comply with safety and hygiene requirements;  – ensure that medical devices comply with safety and hygiene requirements.  3.2. Creating a cosmetic treatment plan:  – assess the skin type and conditions of the face;  – detect facial skin lesions, aesthetic defects;  – assess the body's condition;  – choose the right cosmetic treatment;  – create a cosmetic treatment plan;  – advise the client on further cosmetic procedures.  3.3. Carrying out cosmetic treatments:  – cleanse the skin using manual methods;  – perform exfoliation of the skin using manual and machine methods;  – perform a chemical peeling procedure;  – perform deep cleaning of the skin;  – perform facial and body treatments using medical devices;  – apply face and body masks;  – perform cosmetic massages of the face and body;  – perform chemical colouring of eyebrows and eyelashes;  – perform eyebrow correction;  – pierce earlobes.  3.4. Removal of excess hair:  – prepare the workplace for the removal of excess hair;  – assess the client's general and local skin suitability for the removal of excess hair;  – prepare the area to be treated for the removal of excess hair;  – remove excess hair using cosmetic products;  – remove excess hair using medical devices;  – perform skin treatment after removal of excess hair.  3.5. Hand and foot care:  – preparing the workplace for a classic hygienic manicure and pedicure;  – assess the condition of the skin and nails;  – perform classic hygienic manicure and pedicure;  – apply nail polish;  – perform skin care for the hands and feet.  3.6. Applying make-up:  – prepare the workplace for make-up application;  – prepare the skin for make-up application;  – choose a colour palette that suits the client's personal style;  – apply make-up base;  – apply make-up to improve the appearance of the face;  – recommend make-up products appropriate to the skin and colour type for everyday use.  3.7. Observance of the general basic principles of professional practice:  – comply with labour protection and safety, fire safety and electrical safety requirements;  – comply with environmental protection requirements;  – communicate in the national language;  – communicate in at least two foreign languages;  – apply the basic principles of mathematics in professional activities;  – use information technology to produce documents;  – build communication, following positive communication techniques;  – respect employment relationship;  – observe principles of professional and general ethics;  – perform professional duties in accordance with the company's organisation of work;  – constantly improve professional knowledge and skills.  Additional competences:   * *<<To be completed by the education institution>>;* * *...;* * *...;* * *...* |

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| **4. Employment opportunities in line with the vocational qualification(3)** |
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| (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/) | | | |