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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)** |
| ☐ Atestāts par arodizglītību  ☐ Profesionālās kvalifikācijas apliecība  Profesionālā kvalifikācija: **Manikīra un pedikīra speciālists** |
| (1) in the original language |

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| **2. Translation of the title of the vocational qualification certificate(2)** |
| ☐ A certificate of vocational basic education  ☐ A vocational qualification certificate  Vocational qualification: **Manicure and Pedicure Specialist** **\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A manicure and pedicure specialist performs manicure and pedicure procedures incompliance with epidemiological safety requirements and advises the client on home nail care.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Performing preparatory work for the technological process:  − prepare and maintain the workplace and environment;  − plan the sequence of technological process work;  − choose the tools and cosmetic products needed for the professional activity;  − choose appropriate disinfectants and sterilants for hands, feet, instruments, work surfaces;  − use work clothes, gloves and face masks appropriate to the procedure;  − observe personal hygiene when working with clients.  3.2. Manicure and pedicure procedures:  − assess the health of fingernails and skin;  − identify nail and skin types of the hands;  − provide manicure procedures with different techniques: classic manicure; dry manicure; SPA manicure;  − perform cosmetic hand massage;  − assess the health of the nails and skin of the feet;  − determine the structure and types of nails and skin of the feet;  − provide pedicure procedures with different techniques: classic pedicure; dry pedicure; SPA pedicure;  − perform cosmetic foot massage.  3.3. Application of the necessary products, instruments, equipment and apparatus for fingernails, toenails and skin:  − special products for bathing hands and feet;  − types of fingernail, toenail and skin care products;  − fingernail, toenail and skin treatment equipment, tools and apparatus;  − types and applications of nail polishes.  3.4. Advising the client on hand and foot care at home:  − advise and recommend to clients products for the care of fingernails, toenails and skin at home;  − recommend the client to consult an appropriate specialist (podiatrist or dermatologist) in case of skin and nail changes.  3.5. Application of basic nail design principles:  − polish fingernails and toenails;  − design nails, use different nail polishes, accessories and tools.  3.6. Compliance with labour protection requirements:  − comply with the requirements of occupational safety legislation in the performance of duties;  − comply with fire safety rules;  − comply with electrical safety rules;  − provide first aid;  − be familiar with labour law;  − comply with the provisions of the Consumer Rights Protection Law;  − comply with environmental protection requirements.  3.7. Building positive interactions in the workplace:  − comply with ethical norms;  − create an aesthetic environment;  − create own personal aesthetic image;  − take decisions, initiative and responsibility;  − guarantee confidentiality at work;  − flexibly handle problematic situations with clients, colleagues, employers;  − observe ethical standards in dealing with clients.  3.8. Upskilling:  − learn about the latest technologies and working methods;  − get acquainted with the latest professional cosmetic products, tools and equipment;  − improve professional knowledge and skills;  − cooperate with colleagues.  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 beauty industry companies or as a self-employed person, 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*](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 third level of the Latvian Qualifications Framework (LQF 3) and the third level of the European Qualifications Framework (EQF 3). | 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 certificate of vocational basic education or secondary education enables further education at LQF level 4/ EQF level 4. | *<<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/) | | | |