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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: **Pirtnieks** |
| (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: **Sauna Attendant\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A sauna attendant assesses the client's needs and physical condition, performs sauna treatments and advises the client on healthy living.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Familiarisation with the planned sauna treatments:  − prepare for sauna treatments;  − prepare products to serve sauna refreshments;  − assess the sauna and its surroundings for the safe conduct of sauna treatments;  − familiarise oneself with the requirements of internal laws and regulations;  − cooperate with colleagues during the sauna treatments.  3.2. Preparation of the working environment and materials:  − identify, collect and store plants, natural resources and natural materials for use in the sauna treatment  according to the guidelines;  − prepare the necessary equipment and materials for the sauna treatment;  − prepare the sauna room and the auxiliary rooms for the sauna treatment;  − prepare the necessary materials for work in the auxiliary rooms;  − ensure that the sauna environment is furnished in accordance with the sauna treatment;  − ensure personal preparation for the sauna treatment.  3.3. Preparing the client for the sauna treatment:  − welcome the client by creating a safe and secure environment;  − advise the client on completing the 'health-well-being' card;  − familiarise the client with the sauna and its surroundings;  − brief the client on the planned sauna treatment;  − prepare and serve sauna refreshments;  − inform the client of the requirements during the sauna visit.  3.4. Carrying out sauna treatments:  − monitor the client's physical and emotional state;  − maintain an appropriate microclimate in the bathing room;  − work with sauna brooms;  − carry out body treatments;  − carry out contrast treatments.  3.5. Conclusion of sauna treatments:  − monitor the client's emotional and physical well-being during and after sauna treatments;  − educate the client on the basic principles of maintaining physical and emotional health;  − professionally carry out the final part of customer service;  − provide a hygienic working environment and place;  − maintain feedback with the client;  − complete the entries in the client's 'health-well-being' card.  3.6. Observance of the general basic principles of professional practice:  − comply with labour protection requirements;  − comply with environmental protection requirements;  − comply with the rules governing employment relations;  − perform tasks in accordance with the company's organisation of work;  − communicate with the client using positive communication techniques;  − work individually and as part of a team;  ‒ perform one's duties in accordance with business principles;  ‒ communicate in the national language and at least one foreign language;  ‒ apply the basic principles of mathematics and physics in professional activities;  ‒ use information technology in the performance of one's professional duties;  ‒ 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)** |
| Provide the services of a sauna attendant or work for a company providing sauna services. |
| (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 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/) | | | |