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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: **Pirts meistars** |
| (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: **Sauna Master\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A sauna master assesses the client's physical and emotional state, designs, plans and performs creative and personalised sauna treatments. Advises clients on healthy living.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Developing a programme of sauna treatments:  − create a plan for sauna treatments;  − develop a programme of sauna treatments;  − develop a menu for sauna refreshments;  − assess the sauna and the surrounding environment for safe sauna treatments;  − offer a personalised programme of sauna treatments to the client;  − develop internal regulatory documentation;  − ensure the work of the sauna team.  3.2. Planning the materials/resources to be used in the sauna, the environment and the workplace:  − develop guidelines for the identification and collection of plants, natural resources and natural materials;  − develop guidelines for the storage and use of plants, natural resources and natural materials;  − draw up instructions and plans for the preparation of the sauna room and auxiliary rooms;  − develop an environmental design plan appropriate to the sauna treatment;  − ensure personal and/or team preparation for the sauna treatment.  3.3. Receiving and preparing the client for the sauna treatment:  − find out the purpose, wishes and needs of the client's sauna visit;  − analyse the client's card;  − inform the client of the requirements before the sauna treatment;  − provide a sauna treatment that suits the client;  − agree payment terms with the client.    3.4. Providing sauna treatments:  − organise the preparation of the sauna facilities;  − set up a team to carry out sauna treatments;  − provide the arranging of the sauna environment to improve the client's physical and emotional state;  − ensure the availability of the materials needed for the sauna treatment and monitoring of appropriate application thereof;  − organise the rest area and refreshments for the client;  − organise the work of the sauna team during sauna treatments;  − provide rest for the client.  3.5. Preservation and integration of the cultural heritage of saunas into modern society:  − choose a way to inform the public about the importance of sauna treatments for improving physical and emotional well-being;  − inform the public about the effects of sauna treatments on people's physical and emotional health; − ensure  the resources needed to organise the information event;  − organise information events on the preservation of the cultural heritage of saunas and its integration into modern times;  − get feedback on information events.  3.6. Observance of the general basic principles of professional practice:  − ensure compliance 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;  − work individually and as part of a team, with positive communication principles;  − improve professional qualification;  − communicate in the national language and at least one foreign language;  − carry out business in the sauna services sector;  − apply the basic principles of mathematics in professional activities;  − use information technology to produce documents.  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 or manage businesses 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 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/) | | | |