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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:  **Dzelzceļa transporta pārvadājumu organizācijas un kustības drošības tehniķis** |
| (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:  **Railway traffic supervisor\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A railway traffic supervisor supervises the movement of rail transport in his/her station, observing all rules, instructions, schedules and strictly complying with railway safety requirements, ensures that the timetable of trains is observed, receives and dispatches freight, draws up transport documents.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Train movement organisation:  − organise train movements at the railway station;  − keep trains running in the railway section;  − organise train movements at railway stations;  − organise manoeuvring operations at train formation stations;  − organise manoeuvring work on the carriage marshalling yard;  − organise manoeuvring work at intermediate stations.  3.2. Ensuring the safety of train movements:  − organise train movements using different signalling and communication means;  − organise train movements during repair work on railway infrastructure;  − organise train movements in the event of a breakdown of centralisation, signalling and interlocking equipment and communications;  − provide assistance in the event of train damage;  − organise train movements in the event of rolling stock failure.  3.3. Organising freight and commercial work:  − commercial inspection of carriages;  − accept payments for freight transport;  − prepare documentation for freight acceptance and unloading operations.  3.4. Compliance with labour and environmental protection:  − comply with labour protection requirements;  − comply with fire safety requirements;  − comply with electrical safety requirements;  − provide first aid;  − comply with environmental protection requirements;  − comply with the rules governing employment relations.  3.5. Implementing and adhering to the general fundamental principles of professional conduct:  − use the national language;  − use one foreign language;  − cooperate, observing the basic principles of professional communication;  − perform tasks in accordance with the company's organisation of work;  − use information and communication technology;  − 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 railway undertakings involved in the organisation of transport and provision of movements. |
| (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/) | | | |