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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:  **Kuģa matrozis** |
| (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:  **Seaman\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A seaman works on board ships without restrictions as to tonnage or sailing area; performs watchkeeping duties while the ship is at sea and in port; steers the ship under the direction of the master; operates the ship's mooring gear and lines; operates, maintains and uses the ship's machinery, freight appliances, life-saving appliances, fire-fighting appliances and rigging equipment; maintains order and cleanliness on board and in the ship's spaces and carries out necessary work to protect the hull and machinery from corrosion; takes part in freight operations; uses emergency equipment, if necessary, and follows emergency procedures.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Steering the ship at the support level:  ̶ steer the ship and execute helm commands, including those in English;  ̶ carry out proper visual and auditory observation;  ̶ participate in surveillance and safe watchkeeping;  ̶ promote safe navigation watchkeeping;  ̶ use emergency equipment and apply emergency procedures;  ̶ take part in mooring, anchoring and other docking operations.  3.2. Freight handling and placement at support level:  ̶ take part in freight and stock handling;  ̶ take part in the processing of stocks.  3.3. Management of ship processes and care of persons on board at support level:  ̶ participate in the safe operation of deck equipment and machinery;  ̶ take occupational health and safety precautions;  ̶ take safety precautions and contribute to the prevention of pollution of the marine environment;  ̶ use survival craft and lifeboats.  3.4. Maintenance and repairs at support level:  ̶ take part in the ship's maintenance;  ̶ take part in ship repairs.  Additional competences:  *<<To be completed by the education institution>>;*  *̶ ...;*  *̶ ...;*  *̶ ...* |

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| **4. Employment opportunities in line with the vocational qualification(3)** |
| Work on board Latvian or foreign flag ships in international navigation provided that the professional competence has been recognised, in accordance with the procedure established by the Cabinet of Ministers, as being in accordance with the requirements of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW Convention). |
| (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/) | | | |