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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 apliecībaProfesionālā kvalifikācija: **Sardzes stūrmanis uz kuģiem, mazākiem par 3000 BT** |
| (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 certificateVocational qualification: **Officer in Charge of a Navigational Watch on Ships**  **of Less than 3000 GT\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| An officer in charge of a navigational watch on ships of less than 3000 GT ensures the safety of the ship, freight, passengers and crew, plans, organises the passage of the ship and independently navigates the ship, ensures radio communications and watchkeeping duties, technical operation of the ship, freight operations and other operations connected with the operation of the ship.Has acquired the competences required to perform the following professional duties and tasks:3.1. Navigation of a ship of less than 3000 GT: - carry out passage of the ship; - maintain a navigational watch; - use radar and Automatic Radar Plotting Aid (ARPA); - use Electronic Chart Display and Information System (ECDIS); - use professional English to carry out job duties; - act in emergency situations on board; - use visual signalling devices and equipment; - manoeuvre the ship. 3.2. Freight handling and stowage on board ships of less than 3000 GT: - prepare the ship for loading and unloading; - control the loading and unloading of freight; - secure the freight; - control the conditions necessary for the carriage of freight; - inspect freight holds, hatch covers and ballast tanks. 3.3. Arranging radio communications on board ships of less than 3000 GT: - use Global Maritime Distress and Safety System (GMDSS) equipment to transmit and receive information;- prevent the transmission of misleading information by the ship's GMDSS equipment; - check the operation of GMDSS equipment; - maintain the GMDSS radio logbook; - ensure radio communications in emergencies. 3.4. Taking care of environmental protection and the safety of the ship and persons on board ships of less than 3000 GT: - comply with environmental pollution prevention requirements; - maintain the seaworthiness of the ship; - prevent, control and extinguish fire on board;- use life-saving equipment; - provide first aid on board; - monitor compliance with the requirements of laws and regulations; - apply leadership and teamwork skills; - promote the safety of personnel and the ship. 3.5. Applying general knowledge and skills required for the performance of the professional duties of an officer in charge of a navigational watch on ships of less than 3000 GT:  - use the national language; - use information and communication technology; - apply the basic principles and techniques of maths and science; - respect social and civic principles; - improve professional qualification; - apply business principles; - comply with the rules governing employment relations.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 various types of ships of less than 3000 GT. Work on board Latvian or foreign flag ships in international navigation provided that the professional competence of an officer in charge of a navigational watch in accordance with the requirements laid down in the legislation on certification of seafarers complies with the requirements of Standards A-II/1 and A-IV/2 of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW Convention). Work on inland waterway ships, recreational ships engaged in commercial activities and fishing ships, provided that professional competence meets the requirements laid down in the regulatory enactments on certification of seafarers. |
| (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/) |