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Vocational qualification certifying document serial \_\_\_\_\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1. Title of the vocational qualification certifying document(1)** |
| [ ]  Atestāts par arodizglītību[ ]  Profesionālās kvalifikācijas apliecībaProfesionālā kvalifikācija: **Konditora palīgs** |
| (1) in the original language |

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| **2. Translation of the title of the vocational qualification certifying document(2)** |
| [ ]  A certificate of vocational basic education[ ]  A vocational qualification certificateVocational qualification: **Pastry-Cook's Assistant**  |
| (2) If necessary. This translation does not have a legal status. |

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| **3. Description of competences** |
| A pastry-cook's assistant performs pre-treatment and thermal treatment of raw materials, prepares intermediates and simple pastry products, using technological facilities and equipment.Has acquired competences for performance of the following professional duties and tasks:3.1. Performance of works at the pastry department: − to perform own work task by rationally using the related resources; − to prepare technological facilities, equipment, accessories in accordance with the instructions and directions; − to observe work and personal hygiene requirements; − to cooperate with the pastry-cook and colleagues in planning and fulfilment of work tasks; − to follow the recipe and requirements of the technological papers and the sequence of technological processes. 3.2. Pre-treatment of raw materials: − to accept raw materials from the storage; − to weigh and dose raw materials and products; − to perform pre-treatment of raw materials and products; − to observe the raw materials storage modes and requirements during the pre-treatment; − to assess quality of raw materials by applying the sensory assessment methods; − to prepare raw materials and products for the production process in accordance with the work task. 3.3. Preparation of bakery and flour products: − to prepare technological facilities, equipment and accessories according to the type of bread; − to prepare raw materials, products, materials and additives; − to participate in the preparation of bread dough made of various types of flour; − to shape products of various levels of difficulty; − to observe the appropriate baking mode for each type of bread and its product;− to process and decorate the ready bread and its products. 3.4. Preparation of pastry products: − to prepare dough for various pastry products; − to prepare intermediates for dough products; − to prepare various finish creams, masses and fillings according to the pastry-cook's instructions; − to prepare intermediates for thermal treatment according to the pastry-cook's instructions; − to bake the prepared intermediates and other products; − to prepare various materials for decoration of pastry products according to the pastry-cook's instructions. 3.5. Preparation of dessert semi-finished products in cooperation with the pastry-cook: − to precisely follow the requirements of technological documentation for dessert preparation processes; − to use technological appliances and equipment for cooking according to the dessert type and the pastry-cook's  instructions; − to prepare products, ingredients and materials for various desserts; − to use an appropriate type of processing in preparation of various types of desserts. 3.6. Storage and preparation for sales of the finished products and intermediates: − to prepare appropriate packaging and materials for storage of finished products and intermediates; − to pack intermediates and finished products for storage in vacuum and special packaging; − to deep-freeze intermediates and finished products; − to freeze intermediates and finished products; − to prepare orders; − to observe the storage modes and periods of finished products and intermediates. 3.7. Observing of the basic principles of professional activity: − to communicate in the official language; − to use the professional terminology in one foreign language; − to cooperate, following the principles of professional ethics and communication; − to use information and communication technology for preparation of reports; − to observe the requirements of the labour law, labour protection and environmental protection; − to observe the fire safety, civil protection and electrical safety regulations; − to assess own working capabilities and health condition at the workplace and during performance of job duties; − in case of accident, act in accordance with the situation and provide first medical aid to the injured persons; − to apply mathematical calculations for performance of job tasks; − to engage in the development of the company's operation; − to improve the knowledge required for professional activity..Additional competences:* *<<filled in by the education institution>>;*
* *...;*
* *...;*
* *...*
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| **4. Employment opportunities according to the vocational qualification(3)** |
| To work for confectionery or catering companies. |
| (3) If possible |
| **5. Description of the vocational qualification certifying document** |
| **Name and status of the institution that has issued the vocational qualification certifying document** | **State intitution that ensures recognition of the vocational qualification certifying document** |
| *<<Full name, address, phone No., website address; e-mail address of the document issuing institution.* *Legal status of the issuing institution>>* | The Ministry of Education and Science of the Republic of Latvia, website: *www.izm.gov.lv* |
| **Level of the vocational qualification certifying document****(national or international)** | Grading scale/Grade, which certifies fulfilment of requirements |
| Nationally recognised document, corresponding to the Level 3 of the Latvian Qualifications Framework (LQF 3) and the Level 3 of the European Qualifications Framework (EQF 3).  | The grade received in the vocational qualification exam not less than “satisfactory – 5”(the 10-point grading system is used). |
| **Access to the next education level** | **International contracts or agreements** |
| Certificate of vocational education or secondary education allows to continue education in LQF 4/ EQF 4.  | *<<if applicable.* *Filled in by the education institution, if the concluded international contracts or agreements provide for issuance of additional certificates. Delete the comment, if not applicable>>* |
| **Legal basis** |
| Vocational Education Law (Section 6). |

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| **6. Type of acquisition of the vocational qualification certifying document** |
| [ ]  Formal education:[ ]  Full-time[ ]  Full-time (work environment-based studies)[ ]  Extramural studies | [ ]  Education acquired outside the formal education system |
| **Total duration of studies\*\*** (hours/years) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **A: Description of the acquired vocational education** | B: Percentage of full (100%) programme  | C: Duration (hours/weeks) |
| Part of the education programme acquired at the education institution | *<<Enter the volume (%) of the education programme acquired in classrooms of the education institution>>* | *<<Enter the volume (hours or study weeks) of the education programme acquired in classrooms of the education institution>>* |
| Part of the education programme acquired in internship at a workplace, incl., work environment-based studies | *<<Enter the volume (%) of the education programme acquired outside classrooms of the education institution,**i.e., practical studies at a company/-ies, internship at a workplace, work environment-based studies>>* | *<<Enter the volume (hours or study weeks) of the education programme acquired outside classrooms of the education institution,**i.e., practical studies at a company/-ies, internship at a workplace, work environment-based studies>>* |
| \*\*Applicable to acquired formal education.**Additional information:**[*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:**Latvian National Europass Centre, [*http://www.europass.lv/*](http://www.europass.lv/) |