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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 apliecība  Profesionālā 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 certificate  Vocational 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/) | | | |