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|  | Supplement to a vocational qualification certifying document(\*) | http://upload.wikimedia.org/wikipedia/commons/thumb/8/84/Flag_of_Latvia.svg/125px-Flag_of_Latvia.svg.pngLatvia |

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

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| **1. Title of the vocational qualification certifying document(1)** |
| Diploms par profesionālo vidējo izglītību  Profesionālās kvalifikācijas apliecība  Profesionālā kvalifikācija: **Konditors** |
| (1) in the original language |

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| **2. Translation of the title of the vocational qualification certifying document(2)** |
| A diploma of vocational secondary education  A vocational qualification certificate  Vocational qualification: **Pastry-cook\*\*** |
| (2) If necessary. This translation does not have a legal status. |

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| **3. Description of competences** |
| A pastry-cook prepares pastry products and intermediates of various levels of difficulty for the production process, and decorates the finished pastry products for serving.  Has acquired competences for performance of the following professional duties and tasks:  3.1. Organisation of works at the pastry department:  – to plan own work and rational use of all related resources;  – to verify readiness of the technological facilities and equipment for the production process;  – to observe work and personal hygiene requirements;  – to cooperate with colleagues in the planning and performance of works within various terms;  – to control compliance with requirements of recipes and technological papers in the overall production  process;  – to ensure drafting and circulation of the necessary documentation of the production process.  3.2. Pre-treatment of raw materials:  – to accept products and raw materials from the storage and suppliers;  – to weigh and dose products and raw materials;  – to perform pre-treatment of products and raw materials;  – to observe the raw materials storage modes and requirements during the pre-treatment;  – to control quality of raw materials by applying the sensory assessment methods;  – to prepare raw materials and products for the production process;  – to ensure circulation of raw materials in the pastry department and the production process.    3.3. Ensuring of the production process:  – to ensure compliance with technological instructions in production of intermediates and products;  – to prepare technological facilities, equipment, accessories and materials for the production process;  – to ensure technological processes of production of products;  – to assess changes of quality indicators of products during the production process;  – to conduct sensory assessment of intermediates and finished products.  3.4. Bread preparation and baking:  – to prepare technological facilities, equipment and accessories according to the type of bread;  – to prepare raw materials, products, materials and additives;  – to prepare bread dough made of various types of flour;  – to shape bread products of various levels of difficulty and types;  – to apply the appropriate baking mode for each type of bread and its product;  – to process and decorate the finished bread and its products.  3.5. Preparation of pastry products:  – to prepare dough for various pastry products;  – to prepare intermediates for dough products;  – to prepare various decoration creams, masses and fillings;  – to prepare intermediates for thermal treatment;  – to bake the prepared intermediates and other products;  – to prepare various materials for decoration of pastry products;  – to decorate the finished products after thermal treatment.  3.6. Preparation of desserts:  – to ensure compliance with the technical documentation during preparation processes of various desserts;  – to apply technological facilities and equipment according to the type of preparation of dessert;  – to prepare products, raw materials and other materials necessary for preparation of various desserts;  – to apply an appropriate type of treatment in preparation of various desserts;  – to assess changes of quality indicators of preparation processes and desserts during the production process;  – to decorate desserts.  3.7. 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 deep-freeze intermediates and finished products;  – to freeze intermediates and finished products;  – to pack intermediates and finished products for storage in vacuum and special packaging;  – to prepare orders and their accompanying documentation;  – to observe the storage modes and periods of finished products and intermediates.  3.8. Observing of the basic principles of professional activity:  – to communicate in the official language;  – to use the professional terminology in at least two foreign languages;  – 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 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 4 of the Latvian Qualifications Framework (LQF 4) and the Level 4 of the European Qualifications Framework (EQF 4). | 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** |
| Diploma of vocational education allows to continue education in LQF 5/ EQF 5 or LQF 6/ EQF 6. | *<<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/) | | | |