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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)** |
| Atestāts par arodizglītību  Profesionālās kvalifikācijas apliecība  Profesionālā kvalifikācija: **Pavāra 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: **Cook’s Assistant** **\*\*** |
| (2) If necessary. This translation does not have a legal status. |

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| **3. Description of competences** |
| A cook's assistant performs pre-treatment and thermal treatment of ingredients, prepares intermediates and simple dishes, using technological facilities and equipment.  Has acquired competences for performance of the following professional duties and tasks:  3.1. Performance of works in the kitchen:  – to perform work tasks, observing the work plan;  – to prepare technological facilities, equipment and accessories in accordance with instructions;  – to maintain the work place and work environment in accordance with hygiene requirements;  – to observe requirements of technological papers and defined technological processes during the production flow;  – to cooperate with the cook and colleagues in planning and fulfilment of work tasks.  3.2. Pre-treatment of raw materials and products:  – to accept raw materials and products from the storage and suppliers;  – to weigh and dose raw materials and products;  – to perform raw materials and products pre-treatment processes;  – to observe the raw materials and products storage modes and requirements during the pre-treatment;  – to prepare raw materials and products for the production process in accordance with the work task.  3.3. Preparation of dishes, side dishes, intermediates:  – to prepare intermediates;  – to prepare dishes, side dishes and beverages;  – to follow changes of the quality of dishes during the preparation process;  – to prepare healthy nutrition;  – to develop Latvian products preparation traditions;  – to decorate dishes;  – to prepare dishes for serving.  3.5. Storage of dishes, side dishes and intermediates:  – to verify conformity of technological facilities and storages to storage requirements of various products;  – to prepare dishes and intermediates for storage and mark them according to specific requirements and indicators;  – to pack intermediates and finished products for storage in vacuum and special packaging;  – to observe appropriate storage modes and periods;  – to observe compatibility and product storage principles and expiration dates during the storage process;  – to observe conditions of rational circulation of raw materials, products, intermediates and finished dishes.  3.6. Observing of the basic principles of professional activity:  – to communicate in the official language;  – to use the professional terminology in at least 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 organise the work place in accordance with the requirements of occupational safety;  – 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 work 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 companies dealing with provision of catering services. | |
| (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/) | | | |