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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 apliecībaProfesionālā 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 certificateVocational 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/) |