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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 apliecībaProfesionālā kvalifikācija: **Pavārs**  |
| (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 certificateVocational qualification: **Cook\*\*** |
| (2) If necessary. This translation does not have a legal status. |

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| **3. Description of competences** |
| A cook ensures circulation and storage of supplied products and raw materials, prepares dishes of different degree of complexity and decorates dishes for serving.Has acquired competences for performance of the following professional duties and tasks:3.1. Organisation of works in the kitchen: – to plan own work and rational use of all related resources; – to check readiness of technological facilities, equipment and inventory for work; – to maintain the work place and work environment in accordance with hygiene requirements; – to cooperate with colleagues in the planning and performance of works within various terms; – to control compliance with the requirements of technological papers during the production flow; – to fulfil the requirements of raw materials and products traceability. 3.2. Pre-treatment of raw materials and products: – to accept raw materials and products from the storage and suppliers; – to assess conformity of received raw materials and products to accompanying documents and regulatory enactments; – to observe the raw materials and products storage modes and requirements; – to prepare raw materials and products for the production process; – to ensure acceptance of the prepared raw materials and products and their placement at storages; – to perform pre-treatment of raw materials and products; – to control circulation of raw materials and products during the production process. 3.3. Preparation of technological and accounting documentation: – to prepare technological papers for dishes and beverages; – to prepare calculation papers for dishes and beverages; – to prepare menus; – to ensure application of technological documentation during the production process; – to fill in the production process accounting and reporting documentation; – to perform inventory. 3.4. Preparation of dishes, side dishes, intermediates: – to prepare intermediates; – to prepare dishes, side dishes and beverages; – to monitor 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, intermediates: – to verify conformity of technological facilities and storages to storage requirements of various products; – to apply an appropriate storage mode for products prepared in various ways; – to ensure compatibility of product groups and observing of product storage principles and expiration dates during the storage process;  – to ensure rational circulation of products, raw materials, semi-finished products and finished dishes in the company. 3.6. Ensuring of guest service: – to determine tableware, accessories, table linen appropriate to the table setting; – to organise table setting according to the type of service; – to take an order, fulfilling the needs and desires of the guests; – to coordinate execution of orders. 3.7. 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 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 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 |

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| **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/) |