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

Series of vocational qualification certificate \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| **2. Translation of the title of the vocational qualification certificate(2)** |
| ☐ A diploma of vocational secondary education  ☐ A vocational qualification certificate  Vocational qualification: **Tailor\*\*;** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A tailor designs, models, cuts and produces tailored products in individual small batch production according to the client's wishes and individual body characteristics.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Communication with the client:  − get to know the client's personality and listen to their wishes;  − assess the client's visual image (body features);  − help choose the right clothing solution;  − take measurements of the client's height;  − collaborate with the client in the creation process;  − inform the client about the care of garments.  3.2. Garment pattern construction and modelling, cutting:  − perform calculations for the design of the basic pattern;  − construct the basic pattern;  − model the basic pattern of the product;  − place templates or patterns on the fabric;  − cut the product.  3.3. Sewing the product:  − prepare the workplace for the work to be done;  − choose the right technology for sewing the garment;  − select the right equipment and carry out technical adjustments;  − prepare the garment for fitting;  − carry out fitting of the garment;  − make adjustments after fitting;  − sew garments;  − carry out machining of individual assemblies and components;  − repair finished garments;  − eliminate minor technical faults with sewing machines;  − carry out maintenance on sewing equipment.  3.4. Hygrothermal treatment:  − choose the appropriate heat treatment for the fabric;  − carry out inter-operative hygrothermal treatment;  − carry out the final hygrothermal treatment of the garment.  3.5. Order taking:  − take orders;  − keep business records (tax, accounting, etc.);  − draw up work cost estimates.  3.6. Organising the workplace:  − organise work documentation;  − follow work safety instructions;  − collaborate with representatives of other professions (dress stylist, designer, fashion designer);  − collaborate with other businesses;  − resolve work conflict situations;  − organise the workplace when starting and finishing work.  Additional competences:   * *<<To be completed by the education institution>>;* * *...;* * *...;* * *...* |

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| **4. Employment opportunities in line with the vocational qualification(3)** |
| Work in a textile company producing sewn products or for individual orders, or as a self-employed person or sole trader. |
| (3) If possible |

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| **5. Description of the document certifying vocational qualification** | |
| **Name and status of the body issuing the vocational qualification certificate** | **National authority providing recognition of the vocational qualification certificate** |
| *<<Full name, address, telephone number, website address; e-mail address of the issuing body.* *Legal status of the issuing body>>* | Ministry of Education and Science of the Republic of Latvia, website: *www.izm.gov.lv* |
| **Level of the vocational qualification certificate**  **(national or international)** | Assessment scale/Assessment attesting fulfilment of the requirements |
| State-recognised document, corresponding to the fourth level of the Latvian Qualifications Framework (LQF 4) and the fourth level of the European Qualifications Framework (EQF 4). | A mark of at least "average - 5" in the vocational qualification examination (using a 10-point scale). |
| **Access to the next level of education** | **International treaties or agreements** |
| A diploma of vocational secondary education enables further education at LQF level 5/ EQF level 5 or LQF level 6/ EQF level 6. | *<<If applicable.* *To be completed by the education institution in case international treaties or agreements provide for the issue of additional certificates. If not applicable, delete comment>>* |
| **Legal basis** | |
| Vocational Education Law (Section 6) | |

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| **6. Means of obtaining the vocational qualification certificate** | | | |
| ☐ Formal education:  ☐ Full-time  ☐ Full-time (work-based training)  ☐ Part-time | | ☐ Education acquired outside the formal education system | |
| **Total duration of training\*\*\*** (hours/years) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **A: Description of the vocational training received** | B: Percentage of total (100%) programme | | C: Duration (hours/weeks) |
| Part of the education programme completed in the education institution | *<<Indicate the amount (%) of the education programme completed on the premises of the education institution>>* | | *<<Indicate the amount (in hours or training weeks) of the education programme completed on the premises of the education institution>>* |
| Part of the education programme completed in workplace internship, including work-based training | *<<Indicate the amount (%) of the education programme completed outside the premises of the education institution,*  *i.e. practical training in enterprises, workplace internships, work-based training>>* | | *<<Indicate the amount (in hours or training weeks) of the education programme completed outside the premises of the education institution,*  *i.e. practical training in enterprises, workplace internships, work-based training>>* |
| \*\*\* Applicable to formal education.  **Further information available at:**  [*www.izm.gov.lv*](http://www.izm.gov.lv)  [*https://registri.visc.gov.lv/profizglitiba/nks\_stand\_saraksts\_mk\_not\_626.shtml*](https://registri.visc.gov.lv/profizglitiba/nks_stand_saraksts_mk_not_626.shtml)  **National Information Centre:**  National Europass Centre in Latvia, [*http://www.europass.lv/*](http://www.europass.lv/) | | | |