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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: **Datorizētu kokapstrādes iekārtu operators** |
| (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: **Woodworking machinesetter - operator** **\*\*;**  **Computerized Woodworking Machine Operator** **\*\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A woodworking machinesetter - operator selects or creates appropriate CNC programs and adjusts CNC machine settings according to them, carries out wood pre-processing, further processing and finishing with computerised woodworking machines, carries out routine maintenance on the machines, selects appropriate materials and other resources for the woodworking operation.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Compliance with workplace safety rules:  − check that computerised woodworking machines comply with safety requirements;  − use appropriate work clothing and personal protective equipment;  − observe safety signals and signs;  − observe electrical and fire safety regulations;  − comply with environmental protection requirements.  3.2. Familiarisation with the work assignment and technical documentation:  − familiarise oneself with the drawing;  − familiarise oneself with the technological map;  − identify the cutting tools required for the work assignment;  − determine the settings required for the work assignment in the machine control program;  − determine the compliance of the raw materials with the documentation and for further processing.  3.3. Testing and preparation of computerised woodworking machines:  − check computerised woodworking machines for suitability to start work;  − install and set up protective and auxiliary devices;  − check cutting tool settings and wear;  − set up cutting tools on computerised woodworking machines;  − check the machine's program readiness or its error messages;  − evaluate the raw materials to be used for the assignment;  − prepare the workplace.  3.4. Operating computerised woodworking machinery:  − determine and change program settings, processing modes of computerised woodworking machines;  − manage the mechanical processing of raw materials and ensure their maintenance;  − monitor the operation of computerised woodworking machines;  − monitor the operation of auxiliary equipment, protective devices and other technological equipment during mechanical processing;  − keep records of the products produced.  3.5. Carrying out control measurements of production and rectifying any non-conformities found:  − perform the production of control parts;  − select measuring instruments and other technical means for carrying out control measurements;  − carry out routine inspection of the part in accordance with the drawing and technical documentation;  − keep records and registers of control measurements;  − adjust the set-up of the woodworking machines to correct any non-conformity found during the control measurements;  − inform of any non-conformities that cannot be prevented independently.  3.6. Service and maintenance of computerised woodworking machines:  − maintain the cleanliness and working order of computerised woodworking machines;  − notice and report technical and/or software faults to the responsible person;  − monitor the wear and technical condition of cutting tools;  − monitor the condition of auxiliary and protective equipment.  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 woodworking and furniture manufacturing companies. |
| (3) If possible |

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| **5. Description of the vocational qualification certificate** | |
| **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 programme completed on the premises of the education institution>>* | | *<<Indicate the amount (in hours or training weeks) of the 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 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 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/) | | | |