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| **Description: E:\IKVD_darbs\VISC_projekts_8_5_2\Europass_un_modular_projekts_2018\EUROPASS_PIELIKUMI_Aktualie\2_EUROPASS_pielik_jauns_form_ar_shana\Aktualais_no_2020_maija\Europass-Full-Colour-Brand-Mark.png** | Supplement to a vocational qualification certifying document(\*) | Description: 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 apliecība  Profesionālā kvalifikācija: **Vides dizainera asistents**  *Specializācijas:*  **☐** ***Interjera dizainera asistents***  **☐** ***Ārtelpu dizainera asistents*** |
| (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 certificate  Vocational qualification:  **Environment Designer Assistant; Spatial Designer Assistant** |
| (2) If necessary. This translation does not have a legal status. |

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| **3. Description of competences** |
| Environment designer assistant performs a part of duties of the environment designer: carries out research of the audition (user's) needs, analogues and materials, environment design solutions, resources; performs sketching, produces and tests models, prepares the technical design, participates in implementation of the design project – production of functional, aesthetic and sustainable environment – and presentation of results.  Has acquired competences for performance of the following professional duties and tasks:  ☐ 3.1. Identification of the task of environment design:  – to become acquainted with the environment design work task;  – to participate in identification of desires and needs of the object user;  – to document the identified information for implementation of the task in environment design;  – to develop the planned time schedule of implementation of environment design project.  ☐ 3.2. Research of the architectural project, construction object and situation:  – to establish the object's status and requirements of binding laws and regulations;  – to carry out research of the object's location and context of the surrounding environment;  – to carry out visual assessment of the object's cultural historical value and technical condition;  – to participate in research of building and finishing materials and methods used at the object;  – to carry out research of engineering networks and plants;  – to prepare description of the object and situational research.  ☐ 3.3. Development of sketch project of environment design object:  − to systematise the information obtained during the research process for development of environment design sketch project;  − to participate in development of the object's environment design conceptual idea;  − to prepare variants of drafts of the environment design object's visual image;  − to prepare the initial cost estimate for development of the environment design project;  − to coordinate the conceptual idea of environment design.  ☐ 3.4. Development of environment design project:  − to participate in development of environment design technical project;  − to carry out research of the offer of materials, equipment, plants and decorative elements required for implementation of environment design object;  − to develop the functional solution of environment design object;  − to develop technical drawings of environment design technical project;  − to create the explanatory description of the environment design technical project;  − to prepare specification and cost estimate of materials, plants and equipment of environment design technical project;  − to draw up the environment design project;  − to coordinate the environment design project.  ☐ 3.5. Implementation and author's supervision of the environment design project:  − to participate in the environment design project implementation process;  − to consult the involved specialists on the implementation of environment design project;  − to supervise implementation of the environment design object;  − to inform the environment design project manager about any deviations in the course of object implementation;  − to make the necessary changes to the environment design project during the object implementation;  − to participate in putting into operation of the implemented environment design object;  − to observe intellectual property rights – copyright and industrial property rights.  ☐ 3.6. Implementation of basic principles of professional activity, requirements of labour protection and principles of sustainable development:  − to carry out business in the design industry;  − to observe norms of employment legal relations;  − to observe requirements of labour protection and principles of sustainable development, including requirements of environmental protection;  − to cooperate with customers and colleagues, observing the principles of general and professional ethics;  − to communicate in the official language and in at least one foreign language;  − to apply basic principles of mathematics and natural sciences in the professional activity;  − to use information and communication technology;  − to upgrade the professional qualification.  *Specialization Interior Designer Assistant:*  ☐ 3.7. Development and implementation of interior design project:  – to analyse the interior design work task and functions of rooms;  – to carry out research of rooms for development of interior design project;  – to analyse possibilities of development of interior design;  – to develop interior design project solutions;  – to prepare spatial visualizations of interior design;  – to develop technical drawings according to the composition of the interior design project;  – to prepare an offer of decorative finishing materials, equipment, plants and their analogues according to the project plan and technical requirements;  – to coordinate the interior design project;  – to participate in implementation of interior design project;  – to compile documentation of the interior design project.  *Specialization Outdoor Designer Assistant:*  ☐ 3.8. Development and implementation of outdoor design project:  – to analyse the work task of the outdoor design project;  – to study the chosen location of the outdoor design object to be designed;  – to analyse the possibilities of development of the outdoor design project;  – to participate in development of the idea of outdoor design object;  – to prepare a visualization of the outdoor design object;  – to develop an offer of applicable materials and technologies according to the plan and technical requirements of the outdoor design project;  – to participate in development of the outdoor design project;  – to coordinate the outdoor design project;  – to participate in the process of author's supervision of implementation of the outdoor design project;  – to compile documentation of the outdoor design project.  Additional competences:  – *<<Filled in by the education institution>>;*  – *...;*  – *...;*  – *...* |

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| **4. Employment opportunities according to the vocational qualification(3)** |
| To work for design offices and workshops, as well as companies of creative industries providing design 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 institution 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*](http://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://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:**  Latvian National Europass Centre, [*http://www.europass.lv/*](http://www.europass.lv/) | | | |