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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 apliecībaProfesionālā kvalifikācija: **Elektrisko tīklu tehniķis** |
| (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 certificateVocational qualification: **Electrical Network Technician**  |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
|  An electrical network technician carries out operation and construction work on electrical networks and related electrical equipment and installations.Has acquired the competences required to perform the following professional duties and tasks:3.1. Carrying out operational work on electrical networks and related electrical equipment: - manage electrical networks and assess potential risks; - assess the condition of electrical networks and related electrical equipment, and carry out defect repairs; - plan operational work; - take the measurements necessary for the operational work; - evaluate the results of measurements; - carry out the necessary work to eliminate defects; - check the quality of the repairs; - carry out planned inspections of electrical networks and related electrical equipment; - monitor the execution of planned operational works. 3.2. Maintenance of technical documentation: - properly document (reports, defect cards) the results of measurements and inspections; - maintain and update electrical assembly, connection and principle diagrams; - maintain the technical documentation for the electrical networks and related electrical equipment (manufacturer's technical passport, technical passports for electrical networks); - develop and maintain operating instructions. 3.3. Planning of development works in electrical networks and related electrical equipment: - assess the current situation of electrical networks and related electrical equipment; - make proposals for technical developments within the areas of one's competence; - justify the need for one's technical proposals in electrical networks and related electrical equipment; - draw up the terms of reference for the project; - cooperate with the professionals involved in planning development work;- monitor the implementation of development work.3.4. Carrying out organisational work: - prepare the workplace for safe work; - organise the necessary resources to carry out work on electrical networks and related electrical equipment; - coordinate the work to be carried out; - organise and supervise the work of the professionals involved, within the limits of one's competence; - monitor the adequacy of the work carried out by the professionals involved, within the limits of one's competence;- report about the implementation of the work to those responsible. 3.5. Knowledge of and compliance with binding regulatory documents: * comply with labour protection rules;
* comply with environmental protection rules;
* use protective equipment;
* comply with the company's internal rules and regulations;
* be familiar with the relevant external regulatory documents.

3.6. Compliance with employment legislation, labour and environmental protection requirements: * comply with the organisation's internal rules and regulations;
* provide first aid if necessary;
* comply with the instructions on labour protection, electrical safety and fire safety;
* use personal and collective protective equipment;
* prepare the workplace for safe work;
* comply with ergonomic requirements;
* comply with environmental protection requirements;
* engage with stakeholders.

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 electricity generation, transmission, distribution companies and the companies that service them, as a self-employed person or as a 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*](http://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://visc.gov.lv/profizglitiba/stand\_saraksts\_mk\_not\_626.shtml*](https://visc.gov.lv/profizglitiba/stand_saraksts_mk_not_626.shtml)**National Information Centre:**National Europass Centre in Latvia, [*http://www.europass.lv/*](http://www.europass.lv/) |