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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: **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 certificate  Vocational 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/) | | | |