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| **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 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: **SPA speciālists** |
| (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: **SPA Attendant\*\*; SPA Specialist\*\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A SPA attendant assesses the client's physical and emotional state, develops and performs creative and personalised SPA treatments; advises the client on a healthy lifestyle.Has acquired the competences required to perform the following professional duties and tasks:3.1. Organising the workplace: − choose and purchase equipment, machinery; − choose and purchase detergents and disinfectants for hands, work surfaces and tools; − use disposable materials as much as possible; − comply with labour protection rules and hygiene requirements when working with clients; − ensure good ventilation. 3.2. Creating a workplace of a SPA attendant: − set up the workplace in accordance with the tasks of a SPA treatment; − ensure and maintain the visual and aesthetic appearance of the workplace; − choose and use professional cosmetic products, SPA products and aids; − choose and use eco-cosmetics, aromatherapy and phytotherapy products; − provide a relaxing and harmonious environment for SPA treatments. 3.3. Preparing oneself for work: − ensure that one's appearance meets the requirements of the occupational standard; − take personal hygiene measures; − wash and disinfect one's hands before each client; − turn off or remove the ringtone of the mobile phone; − create a positive psycho-emotional state within oneself to work with the client. 3.4. Preparing the client for the SPA treatment: − understand the client's needs; − inquire the client, identify and assess contraindications to SPA treatments; − document the results of the customer survey; − assess the client's general mood; − choose the basic procedures in cooperation with the client; − choose and design the client's individual SPA procedure, SPA composition, SPA complex, SPA programme;− inform the client about the sequence of SPA treatments and their compatibility with other treatments; − explain the plan for the procedure to the client; − formulate the desired results of the SPA treatments; − choose the right cosmetics, SPA products and aids; − adhere to the SPA concept and basic principles of professional work; − observe SPA etiquette; − create awareness about the nature of SPA treatments and their effects on the body; − maintain a positive, trusting psycho-emotional climate in the workplace; − promote and maintain client confidence in the SPA staff; − inform clients about the latest trends in the SPA industry; − ensure the confidentiality of client information. 3.5. Organisation of SPA treatments: − choose and apply the appropriate type of multisensory effect for the SPA treatment; − prepare and use SPA products, aids and equipment for the treatment; − use visual impact techniques in SPA treatments: colour effects, harmonious SPA décor and design, SPA attendant's visual image, SPA accessories (decors, candles, dishes, decorative waterfalls); − use tactile influence methods in SPA treatments, incl: − use of touch (lithotherapy, relaxing massages, massages with aromatherapy products); − use of water treatments (relaxing and aroma baths, impact showers, swimming pools), SPA sauna; − use of aids (stones, herbs, honey, oils, buckwheat, flowers, dairy products) in treatments; − use of sound influence techniques in SPA treatments: relaxing music, soothing nature and water sounds, silence, sound instruments (singing bowls, cymbals, bells, etc.); − use of scent influence techniques in SPA treatments: fragrance, aromas of eco-products, botanicals and cosmetics, aromatic devices (aroma lamps, scented candles, aroma sticks); − use of methods of taste influence in SPA treatments: tea ceremony, SPA diet, SPA drinks; − complete the final part of the SPA treatment; − assess the client's condition after the SPA treatment. − document the results of the client's state assessment; − take responsibility for one's professional actions. 3.6. Carrying out SPA cosmetic treatments: − when carrying out treatments: − observe the contours and boundaries of skeletal muscle and differentiate it from subcutaneous fat; − observe the lymphatic outflow pathways from the upper and lower limbs and regional  lymph nodes; − respect the client's constitutional type, muscle tone; − respect the energetic make-up of a person. 3.7. Carrying out body treatments: − perform a cosmetic body massage; − perform SPA massages:  − perform hot stone massages; − perform relaxing body massages; − perform massages using aromatherapy products; − perform SPA body treatments for a feeling of well-being; − apply thermal effects in SPA body treatments; − monitor the client's well-being; − provide final procedures.3.8. Carrying out SPA water treatments: − provide relaxing and aroma baths; − know and perform SPA sauna treatments; − know and apply thermal effects in SPA water treatments; − use phytotherapy and aromatherapy products in SPA water treatments; − create and apply seasonal SPA water rituals that are relevant to the clients. 3.9. Application of cosmetic products in SPA treatments: − choose cosmetic products appropriate to the client and the procedure, and comply with the conditions of their use; − recognise the active ingredients in cosmetic products, choose the right cosmetic products and follow the conditions for their use; − know and use professional cosmetic and eco-cosmetic products in SPA treatments; − know and use phytotherapy and aromatherapy products in SPA treatments; − recognise and explain the side effects of cosmetic products; − know and follow the information on the cosmetics label, including expiry dates. 3.10. Improving professional knowledge and skills: − types of business, forms of work; − pricing SPA treatments and knowing the basics of costing; − analyse the price and quality of cosmetic products, equipment and aids, and select the most appropriate; − develop professional knowledge and skills. 3.11. Implementation of business communication: − maintain friendly, businesslike relations, and a responsible and creative attitude to work; − be loyal to colleagues and the employer; − know how to attract new clients; − put into practice the professional standard (image) of the salon and the staff; − put into practice the basic principles of doing no harm to the client and the company.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 beauty salons, cultural and arts businesses or as a self-employed person or sole trader; work in SPA establishments, leisure centres, hospitality and tourism establishments, beauty establishments with a SPA area, 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://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/) |