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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: **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 certificate  Vocational 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/) | | | |