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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)** |
| ☐ Atestāts par arodizglītību  ☐ Profesionālās kvalifikācijas apliecība  Profesionālā kvalifikācija: **Ķīmiskās produkcijas ražošanas operators** |
| (1) in the original language |

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| **2. Translation of the title of the vocational qualification certificate(2)** |
| ☐ A certificate of vocational basic education  ☐ A vocational qualification certificate  Vocational qualification: **Chemical Products Plant and Machine Operator\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A chemical products plant and machine operator prepares and uses simple raw materials, plant and equipment for the production of chemical products and documents the results of the production process in accordance with instructions.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Carrying out chemical production processes:  ̶ comply with the company's regulatory documentation;  ̶ prepare the workplace;  ̶ check the quality, quantity and range of raw materials and supplies for the production process;  ̶ weigh and measure raw materials;  ̶ load raw materials into technological equipment;  ̶ carry out the technological process of production;  ̶ maintain and control the technological process parameters (record process parameter deviations if necessary);  ̶ document the production process;  ̶ prepare and submit product samples for quality control;  ̶ prepare packaging materials;  ̶ carry out packaging and labelling of the final product;  ̶ put the final product into storage;  ̶ register substances subject to strict accounting.  3.2. Operation and maintenance of equipment and technological communications:  ̶ assess the technical condition of equipment and facilities;  ̶ prepare equipment and facilities in accordance with the regulatory documentation governing the technological processes for the production of chemical products;  ̶ assess the suitability of technological communications for the production process to be carried out;  ̶ use equipment to carry out production processes;  ̶ comply with the requirements for safe operation of equipment.  3.3. Compliance with good manufacturing practice and other quality system requirements:  ̶ comply with standard operating procedures, instructions and other regulatory documentation;  ̶ complete the recording documentation;  ̶ comply with hygiene requirements for staff, premises and equipment;  ̶ participate in regular refresher training and proficiency tests.  3.4. Implementing and adhering to the fundamental principles of the company's operation:  ̶ comply with labour protection rules;  ̶ comply with environmental protection rules;  ̶ perform one's work complying with deadlines, resources and quality requirements;  ̶ work together with colleagues;  ̶ resolve work conflict situations;  ̶ use collective and personal protective equipment;  ̶ maintain a clean and tidy working environment;  ̶ provide first aid;  ̶ report potential risks in the work process to the line manager.  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 the chemical, biochemical, pharmaceutical, cosmetics and perfumery industries. |
| (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 third level of the Latvian Qualifications Framework (LQF 3) and the third level of the European Qualifications Framework (EQF 3). | 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 certificate of vocational basic education or secondary education enables further education at LQF level 4/ EQF level 4. | *<<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/) | | | |