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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: **Augkopības 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: **Crop Farming Technician\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A crop farming technician chooses the type of soil preparation, the crop variety and the appropriate technology. Plans, organises and carries out environmental preparation and maintenance, pre-processing, planting, tending, harvesting and storage of crops.Has acquired the competences required to perform the following professional duties and tasks:3.1. Work management: - carry out a situation study to select the most appropriate crops; - plan the structure of crops; - carry out selecting of crops and varieties; - plan and organise own work and the work of employees; - plan and purchase the necessary materials; - plan the work to be carried out in line with environmental protection requirements; - plan the marketing of crop production; - develop crop production technology. 3.2. Administration of farm documents: - prepare the necessary crop production documents for the farm; - prepare information for the conclusion of a land lease agreement; - prepare information for the conclusion of a contract for the purchase of materials and the sale of products; - prepare the source documents for accounting and record-keeping. 3.3. Resource management: - assess the physical and agrochemical properties of the soil; - assess agro-climatic conditions; - plan purchases of seeds and planting material; - plan soil improvement measures; - plan the machinery, equipment and spare parts needed; - keep the machinery and equipment used for crop production in working order; - maintain the drainage system. 3.4. Crop production: - prepare the land for the planned crops; - prepare seeds and planting material; - plant or sow crops; - fertilise the plants (basic and supplementary fertilisation); - assess the phytosanitary status of the plants; - take plant protection measures (chemical, biological, physical); - care for crops and improve their growing conditions; - harvest crops; - carry out pre-processing and storage of the harvest; - improve and maintain permanent grasslands; - establish pastures; - improve and maintain pastures; - prepare grass fodder. 3.5. Organising environmental protection measures: - comply with environmental protection requirements when working with fertilisers and plant protection products; - comply with environmental protection requirements when working with machinery and equipment; - comply with environmental protection requirements when storing raw materials for crop production;- sort and dispose of waste generated in the course of work; - observe good agricultural practice conditions; - adhere to the principles of energy efficiency and economic management; - reduce the negative environmental impacts of crop production. 3.6. Organising labour protection measures: - be familiar with the documentation governing labour protection; - comply with labour protection requirements; - observe road safety rules on and off the farm; - comply with fire safety requirements; - use personal and collective protective equipment when working in conditions that are harmful to health; - observe personal and industrial hygiene requirements, and ensure the cleanliness of production areas and the environment;- comply with the rules for operating machinery and equipment; - comply with the rules on storage and use of chemicals.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 a crop production company or 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* |
| **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/) |