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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: **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 certificate  Vocational 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/) | | | |