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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: **Dārzkopis** |
| (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: **Gardener\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A gardener works in the preparation and maintenance of soil, sowing, planting, tending, harvesting, pre-processing and storage of produce.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Organising and documenting the work:   * + use the necessary equipment, tools and other materials;   + maintain the necessary machinery, equipment and other materials;   + keep records of work done, time worked and materials used.   3.2. Growing seedlings:   * prepare the soil or substrate for growing seedlings; * use the method of generative propagation of plants specified by the supervisor; * use the method of vegetative propagation of plants specified by the supervisor; * perform maintenance work; * prepare the produce for marketing.   3.3. Growing flowers in covered and outdoor areas:   * prepare the soil or substrate for growing flowers; * maintain flower planting; * fertilise flowers according to the fertilisation plan; * monitor the phytosanitary status of flower plantations and report observations to the supervisor; * take plant protection measures in flower plantations; * harvest and prepare floriculture products for sale.   3.4. Vegetable growing in covered and open areas:   * prepare the soil or substrate for growing vegetables; * sow and plant vegetables according to the technology chart; * care for vegetable plantations and harvests according to the technology chart; * fertilise vegetables according to the fertilisation plan; * monitor the phytosanitary status of vegetable plantations and report observations to the supervisor; * take plant protection measures in vegetable plantations; * harvest vegetables; * carry out pre-processing and storage of the vegetable harvest until marketing.   3.5. Fruit and berry growing:   * prepare the soil or substrate for growing fruit and berry plants; * carry out fruit and berry planting; * carry out the measures set out in the technology charts for fruit and berry growing, as appropriate to the particular situation (edging and row spacing, tree canopy or shrub establishment, crop management and harvesting); * fertilise fruit and berry plants according to the fertilisation plan; * monitor the phytosanitary status of fruit and berry plantations and report observations to the supervisor; * take plant protection measures in fruit and berry plantations; * carry out harvesting, pre-processing and storage of fruit and berry crops until marketing.   3.6. Compliance with labour and environmental protection requirements:   * comply with labour protection requirements; * comply with fire safety requirements; * observe road safety rules on and off the farm; * use personal 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 environmental protection rules, without polluting the soil and water; * comply with the rules for operating agricultural machinery and equipment; * comply with the rules on storage and use of chemicals; * sort waste generated during the course of work; * use environmentally friendly technologies in gardening activities; * adhere to the principles of energy efficiency and economic management.   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 horticultural enterprise under the supervision of a horticultural technician, agronomist or other professional, or as a sole trader or self-employed person. |
| (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 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/) | | | |