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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: **Aprūpētājs** |
| (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: **Carer** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A carer helps people who, because of their age or health, are unable or have difficulty caring for themselves, to meet their basic needs, to receive the services they need, and to maintain the client's relationship with the environment, caring for the client according to the care plan, the client's individual needs, level of development, age and the instructions of the social work specialist.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Providing basic needs according to the client's individual care plan, level of development and age, and instructions from social work specialists:  − prepare for the care process;  − help the client undress and dress;  − ensure fluid intake for sedentary clients and clients with cognitive impairment;  − cook/heat food;  − feed the client;  − assist a healthcare professional in feeding the client with a probe;  − ensure the client gets a good night's sleep and rest;  − provide the client with the conditions to urinate and defecate;  − collect the client's secretions;  − provide empathetic, ethical and psycho-emotional support to the client.  3.2. Providing hygiene treatments according to the client's developmental level and age:  − prepare for washing the client; - prepare for daily hygiene procedures;  − perform oral care and clean dentures;  − perform client's face and head care;  − take care of facial hair;  − style hair;  − perform scalp care and hair washing;  − wash the client's body;  − scrub the client's back;  − take care of the client's hands and fingernails;  − take care of the client's feet and toenails;  − provide perineal care to the client;  − care for a client with incontinence;  − change the client's body linen;  − make the client's bed and change the bed linen;  − position the client.  3.3. Meeting individual needs according to the client's level of development and age:  − help the client get out of/into bed, sit down, lie down;  − help the client to use technical aids;  − help the client to move in and out of the room using mobility aids;  − accompany the client to events or places important to the client;  − document the client's progress in care and changes in health;  − monitor the client's health;  − support the client in taking their medication;  − provide care/maintenance of the client's technical aids;  − provide palliative care;  − provide post-mortem care to the client within the scope of one's competence.  3.4. Performing daily tasks in the home and outside the client's home:  − order newspapers, magazines;  − assist in the preparation of correspondence or mail, preparing it according to the client's instructions;  − make purchases and deliver them to the client;  − support the client in caring for their pets;  − clean living rooms, sanitary facilities and utility rooms;  − sort and dispose of household waste;  − ensure the cleanliness and storage of the client's laundry;  − wash dishes/clean kitchen equipment and household appliances;  − supply firewood and heat the premises;  − supply water to the premises and dispose of used water;  − care of the client's shoes;  − help the client organise their personal belongings;  − look after houseplants;  − defrost and wash the client's fridge.  3.5. Maintaining quality of life:  − promote the client's life activities;  − find out how satisfied the client is with the service;  − support the client in their activities, leisure and hobbies;  − promote the client's responsibility to participate in their own mental, physical and social self-care.  3.6. Creating/ensuring a safe environment during service delivery:  − arrange the premises to create a safe environment for the client;  − promote the availability of an electronic monitoring service;  − respect the rights and safety of the client during care;  − comply with the hygiene and anti-epidemic plan of the social care institution.  3.7. Building interpersonal and interprofessional cooperation for the benefit of the client:  − interact with the client's support systems - people, institutions, professionals and service providers;  − work together with those involved in the care process;  − inform the client about the aims and objectives of the professionals and other service providers involved in the care process;  − inform relatives involved in the client's care.  3.8. Providing first aid:  − detect changes in the client's health;  − provide first aid within one's competence.  3.9. Fundamental principles of professional practice, labour and environmental protection requirements:  − comply with labour protection and environmental protection requirements;  ‒ comply with the rules governing employment relations;  ‒ respect social and civic responsibility principles;  ‒ be able to communicate with the client in a way they understand;  ‒ plan for the execution of the work assignment;  ‒ adhere to professional ethics and the principles of positive communication;  ‒ improve professional qualification.  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 clients' homes and in institutions providing social services. |
| (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** |
| Opportunities for education in line with 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/) | | | |