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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: **Florists** |
| (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: **Florist** |
| (2)If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A florist produces floral products using basic floristry techniques, ensures the quality of plants, flowers and floristry products in the work/sales area, serves customers and takes part in the decoration of the premises.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Preparing plants, flowers and floristry materials for work:  − unpack flowers, plants and other goods;  − assess the quality of flowers, plants and floristry materials;  − treat flowers and plants to ensure their preservation;  − organise a work area for preparing flowers, plants and floristry materials;  − choose the right tools and instruments for the job;  − plan the work process according to the assignment to be done.   * 1. Creation of floristry products:   − choose the technical execution for the floristry product according to the sample;  − choose flowers, plants and ornamental materials suitable for the sample;  − use plants and other floristry materials, taking into account their stability and functional requirements;  − use professional tools and instruments of a florist;  − create floristry products using appropriate techniques;  − create floristry products for post-processing and storage.  3.3. Quality assurance of flowers, plants and floristry materials:  − display flowers, plants and floristry materials in work/sales areas;  − ensure the quality of plants, flowers and floristry products in work/sales areas;  − care for houseplants according to the physiology of the plant;  − care for technical and decorative containers used in floristry;  − maintain the professional tools and instruments of a florist;  − store professional floristry materials as required.  3.4. Preparation of a floral arrangement or elements thereof for the decoration of a room:  − assess the specifics of a floral arrangement design;  − produce floral arrangement elements according to the design;  − prepare floral arrangement elements and materials for transport;  − take part in the installation of the floral arrangement;  − ensure the sustainability of the floral arrangement;  − dismantle the floral arrangement, following the instructions of a specialist.  3.5. Sale of floristry products, flowers, plants and floristry materials:  − assess the client's wishes and needs for floristry products, flowers, plants, goods;  − agree on the look, price and delivery of the floristry product;  − explain the use of professional floristry materials;  − explain to the customer the specifics of caring for plants and floristry;  − sell flowers, houseplants and floristry products;  − pack the goods in the appropriate way for their type.  3.6. Observance of the basic principles of professional practice:  − communicate in the national language;  − communicate in one foreign language;  − apply mathematical and natural science skills to perform professional tasks;  − use information and communication technologies to perform professional tasks;  − comply with labour safety, fire safety and electrical safety requirements;  − comply with environmental protection requirements;  − respect employment relationship;  − adhere to the principles of general and professional ethics;  − perform one's duties in accordance with business principles;  − constantly improve professional knowledge and skills.  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 flower shop, salon, etc. | |
| (3) If possible | |
| **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://registri.visc.gov.lv/profizglitiba/nks\_stand\_saraksts\_mk\_not\_626.shtml*](https://registri.visc.gov.lv/profizglitiba/nks_stand_saraksts_mk_not_626.shtml)    **National Information Centre:**  National Europass Centre in Latvia, [*http://www.europass.lv/*](http://www.europass.lv/) | | | |