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Series of the Certificate \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1. Title of the Certificate(1)** |
| ☐ Diploms par profesionālo vidējo izglītību☐ Profesionālās kvalifikācijas apliecībaProfesionālā kvalifikācija: **Biotehnoloģisko procesu tehniķis** |
| (1) in the original language |

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| **2. Translated title of the Certificate(2)** |
| ☐ Diploma of vocational secondary education☐ Certificate of professional qualificationProfessional qualification: **Biotechnological Process Technician** |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| A biotechnological process technician carries out biotechnological processes or parts thereof, operates, maintains and repairs equipment in a company unit in accordance with regulatory documentation; organises own work and that of the unit; participates in research on biotechnological production processes and summarises the results.Has acquired the competences required to perform the following professional duties and tasks:3.1. Preparation of equipment, auxiliary facilities and technological communications:̶ inspect the technical condition of biotechnological production equipment and auxiliary facilities;̶ operate appropriate technical and technological equipment;̶ prepare technological communications for work;̶ connect biotechnological production equipment and technological communications;̶ set parameters for biotechnological production equipment and technological communications;̶ clean and sterilise biotechnological production equipment and auxiliary facilities;̶ check the biotechnological process documentation for equipment preparation;̶ organise the installation, commissioning and validation of new biotechnological production equipment.3.2. Provision of materials for the biotechnological process:̶ prepare the medium for work;̶ prepare the spawn and other reagents and materials needed for the process;̶ check the documentation of the biotechnological process for the preparation of materials;̶ assess the suitability of materials for the biotechnological process.3.3. Biotechnological process execution:̶ perform biotechnological processes according to technological documentation;̶ load the medium and feed the spawn into the reactor;̶ make the necessary material inputs during the biotechnological production process;̶ take samples for quality control purposes;̶ evaluate and summarise the results of the quality control of samples in accordance with the process documentation;̶ comply with the biotechnological regime;̶ participate in and contribute to biotechnological process improvement research.3.4. Processing of the final product according to technological requirements:̶ separate the biomass from the culture solution and isolate the finished product;̶ process the final product of the biotechnological production process in accordance with the regulatory documentation;̶ pack, package and label the final product of the biotechnological production process;̶ collect and evaluate information on the compliance of the final product of the biotechnological production process with the technical specification.3.5. Maintenance of biotechnological process equipment, auxiliary facilities and technological communications:̶ carry out cleaning and decontamination (destruction of microorganisms) of biotechnological production process equipment, auxiliary facilities, technological communications in accordance with regulatory documentation;̶ prepare the residues from the biotechnological production process for further processing and/or disposal in accordance with environmental protection requirements and regulatory documentation.3.6. Compliance with the industry's binding quality system requirements:̶ ensure compliance with standard operating procedures, instructions and other regulatory documentation;̶ adhere to the principles of good manufacturing practice;̶ comply with hygiene requirements for staff, premises and equipment;̶ participate in the development of biotechnological production process documentation;̶ label poor-quality products, equipment, auxiliary facilities and technological communications appropriately.3.7. Implementing and adhering to the fundamental principles of the company's operation:̶ comply with occupational safety rules;̶ comply with environmental protection rules;̶ provide first aid;̶ organise one's work complying with deadlines, resources and quality requirements;̶ work with colleagues in a collaborative manner, respecting the principles of work ethics;̶ maintain a clean and tidy working environment;̶ report potential risks in the work process to the line manager;̶ develop one's professional competence.Additional competences:*<<To be completed by the education institution>>;**̶ ...;**̶ ...;**̶ ...* |

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| **4. Employment opportunities in line with the professional qualification(3)** |
| Work in the chemical, biochemical, pharmaceutical, cosmetics and perfumery industries. |
| (3) If possible |

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| **5. Description of the Certificate** |
| **Name and status of the body issuing the Certificate** | **National authority providing recognition of the 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 Certificate****(national or international)** | Grading scale/Grade attesting fulfilment of the requirements |
| State-recognised document, corresponding to the fourth level of the Latvian Qualifications Framework (LQF level 4) and the fourth level of the European Qualifications Framework (EQF level 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** |
| 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 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/) |