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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 apliecība  Profesionālā 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 qualification  Professional 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/) | | | |