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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: **Būvizstrādājumu galdnieks** |
| (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: **Joiner\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| A joiner makes, assembles and repairs wooden construction products (stairs, windows, door blocks, etc.), chooses the right materials and other resources for the job, draws up drawings, communicates with customers, prepares estimates.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Organising the work process:  − familiarise oneself with the work assignment for the manufacture of a construction product;  − set up the workplace in accordance with the work assignment for the manufacture of the construction product;  − choose working methods appropriate to the work assignment;  − prepare appropriate tools and woodworking machines.  3.2. Measuring the construction product and calculating the scope of work:  − survey the site for the construction product;  − draw up a sketch of the construction product;  − make a model of the construction product;  − perform calculations related to the manufacture of the construction product.  3.3. Selection and preparation of materials:  − select materials for the construction of a joinery product;  − assess the quality of the materials ordered;  − prepare the aids (templates, presses, pallets, etc.) necessary for the manufacture of the construction product;  − select the necessary auxiliary materials (abrasives, adhesives), fixings and fittings for the manufacture of the construction product.  3.4. Fabrication of construction products:  − make construction part blanks;  − make construction parts according to drawings;  − check assembly, joints and dimensional conformity of the construction product;  − perform incorporations of related materials and mechanisms;  − carry out final assembly of the construction product;  − carry out surface finishing of the construction product.  3.5. Installation of the construction product on site:  − prepare the construction product for transportation;  − prepare the site for the safe installation of the construction product;  − install/assemble the construction product in its intended location;  − adjust the construction product after installation;  − carry out final finishing of the construction product;  − repair and rectify defects in the construction product.  3.6. Implementation of the basic principles of professional practice:  − carry out work in accordance with the rules of occupational safety, labour protection, fire safety and electrical safety;  − comply with the rules governing employment relations;  − use information and communication technologies as appropriate to the tasks involved;  − work individually and cooperatively with colleagues;  − comply with environmental protection requirements when working with wood protection products;  − improve professional qualifications.  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 workshops, construction sites, woodworking and construction products factories, or as a self-employed person. |
| (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*](http://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 programme completed on the premises of the education institution>>* | | *<<Indicate the amount (in hours or training weeks) of the 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 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 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/) | | | |