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

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| **1. Title of the Certificate(1)** |
| ☐ Atestāts par arodizglītību☐ Profesionālās kvalifikācijas apliecībaProfesionālā kvalifikācija: **Konditora palīgs** |
| (1) in the original language |

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| **2. Translated title of the Certificate(2)** |
| ☐ Certificate of vocational basic education☐ Certificate of professional qualificationProfessional qualification: **Pastry-Cook's Assistant** |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| A pastry-cook's assistant performs pre-treatment and thermal treatment of raw materials, prepares intermediates and simple pastry products, using technological facilities and equipment.Has acquired competences for performance of the following professional duties and tasks:3.1. Performance of works at the pastry department: * to perform own work task by rationally using the related resources;
* to prepare technological facilities, equipment, accessories in accordance with the instructions and directions;
* to observe work and personal hygiene requirements;
* to cooperate with the pastry-cook and colleagues in planning and fulfilment of work tasks;
* to follow the recipe and requirements of the technological papers and the sequence of technological processes.

3.2. Pre-treatment of raw materials: * to accept raw materials from the storage;
* to weigh and dose raw materials and products;
* to perform pre-treatment of raw materials and products;
* to observe the raw materials storage modes and requirements during the pre-treatment;
* to assess quality of raw materials by applying the sensory assessment methods;
* to prepare raw materials and products for the production process in accordance with the work task.

3.3. Preparation of bakery and flour products: * to prepare technological facilities, equipment and accessories according to the type of bread;
* to prepare raw materials, products, materials and additives;
* to participate in the preparation of bread dough made of various types of flour;
* to shape products of various levels of difficulty;
* to observe the appropriate baking mode for each type of bread and its product;
* to process and decorate the ready bread and its products.

3.4. Preparation of pastry products: * to prepare dough for various pastry products;
* to prepare intermediates for dough products;
* to prepare various finish creams, masses and fillings according to the pastry-cook's instructions;
* to prepare intermediates for thermal treatment according to the pastry-cook's instructions;
* to bake the prepared intermediates and other products;
* to prepare various materials for decoration of pastry products according to the pastry-cook's instructions.

3.5. Preparation of dessert semi-finished products in cooperation with the pastry-cook: * to precisely follow the requirements of technological documentation for dessert preparation processes;
* to use technological appliances and equipment for cooking according to the dessert type and the pastry-cook's
* instructions;
* to prepare products, ingredients and materials for various desserts;
* to use an appropriate type of processing in preparation of various types of desserts.

3.6. Storage and preparation for sales of the finished products and intermediates: * to prepare appropriate packaging and materials for storage of finished products and intermediates;
* to pack intermediates and finished products for storage in vacuum and special packaging;
* to deep-freeze intermediates and finished products;
* to freeze intermediates and finished products;
* to prepare orders;
* to observe the storage modes and periods of finished products and intermediates.

3.7. Observing of the basic principles of professional activity: * to communicate in the official language;
* to use the professional terminology in one foreign language;
* to cooperate, following the principles of professional ethics and communication;
* to use information and communication technology for preparation of reports;
* to observe the requirements of the labour law, labour protection and environmental protection;
* to observe the fire safety, civil protection and electrical safety regulations;
* to assess own working capabilities and health condition at the workplace and during performance of job duties;
* in case of accident, act in accordance with the situation and provide first medical aid to the injured persons;
* to apply mathematical calculations for performance of job tasks;
* to engage in the development of the company's operation;
* to improve the knowledge required for professional activity.

Additional competences:* <<To be completed by the education institution>>;
* ...;
* ...;
* ...
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| **4. Employment opportunities in line with the professional qualification(3)** |
| To work for confectionery or catering companies. |
| (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 third level of the Latvian Qualifications Framework (LQF level 3) and the third level of the European Qualifications Framework (EQF level 3). | A mark of at least "average - 5" in the professional qualification examination (using a 10-point scale). |
| **Access to the next level of education** | **International treaties or agreements** |
| 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 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/) |