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

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| **1. Title of the Certificate(1)** |
| ☐ Atestāts par arodizglītību  ☐ Profesionālās kvalifikācijas apliecība  Profesionālā 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 qualification  Professional 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/) | | | |