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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: **Konditors** |
| (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: **Pastry-cook\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| A pastry-cook prepares pastry products and intermediates of various levels of difficulty for the production process, and decorates the finished pastry products for serving.  Has acquired competences for performance of the following professional duties and tasks:  3.1. Organisation of works at the pastry department:   * to plan own work and rational use of all related resources; * to verify readiness of the technological facilities and equipment for the production process; * to observe work and personal hygiene requirements; * to cooperate with colleagues in the planning and performance of works within various terms; * to control compliance with requirements of recipes and technological papers in the overall production process; * to ensure drafting and circulation of the necessary documentation of the production process.   3.2. Pre-treatment of raw materials:   * to accept products and raw materials from the storage and suppliers; * to weigh and dose products and raw materials; * to perform pre-treatment of products and raw materials; * to observe the raw materials storage modes and requirements during the pre-treatment; * to control quality of raw materials by applying the sensory assessment methods; * to prepare raw materials and products for the production process; * to ensure circulation of raw materials in the pastry department and the production process.     3.3. Ensuring of the production process:   * to ensure compliance with technological instructions in production of intermediates and products; * to prepare technological facilities, equipment, accessories and materials for the production process; * to ensure technological processes of production of products; * to assess changes of quality indicators of products during the production process; * to conduct sensory assessment of intermediates and finished products.   3.4. Bread preparation and baking:   * to prepare technological facilities, equipment and accessories according to the type of bread; * to prepare raw materials, products, materials and additives; * to prepare bread dough made of various types of flour; * to shape bread products of various levels of difficulty and types; * to apply the appropriate baking mode for each type of bread and its product; * to process and decorate the finished bread and its products.   3.5. Preparation of pastry products:   * to prepare dough for various pastry products; * to prepare intermediates for dough products; * to prepare various decoration creams, masses and fillings; * to prepare intermediates for thermal treatment; * to bake the prepared intermediates and other products; * to prepare various materials for decoration of pastry products; * to decorate the finished products after thermal treatment.   3.6. Preparation of desserts:   * to ensure compliance with the technical documentation during preparation processes of various desserts; * to apply technological facilities and equipment according to the type of preparation of dessert; * to prepare products, raw materials and other materials necessary for preparation of various desserts; * to apply an appropriate type of treatment in preparation of various desserts; * to assess changes of quality indicators of preparation processes and desserts during the production process; * to decorate desserts.   3.7. 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 deep-freeze intermediates and finished products; * to freeze intermediates and finished products; * to pack intermediates and finished products for storage in vacuum and special packaging; * to prepare orders and their accompanying documentation; * to observe the storage modes and periods of finished products and intermediates.   3.8. Observing of the basic principles of professional activity:   * to communicate in the official language; * to use the professional terminology in at least two foreign languages; * 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 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 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 professional 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/) | | | |