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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: **Pavāra 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: **Cook’s Assistant\*\*** |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| A cook's assistant performs pre-treatment and thermal treatment of ingredients, prepares intermediates and simple dishes, using technological facilities and equipment.Has acquired competences for performance of the following professional duties and tasks:3.1. Performance of works in the kitchen: * to perform work tasks, observing the work plan;
* to prepare technological facilities, equipment and accessories in accordance with instructions;
* to maintain the work place and work environment in accordance with hygiene requirements;
* to observe requirements of technological papers and defined technological processes during the production flow;
* to cooperate with the cook and colleagues in planning and fulfilment of work tasks.

3.2. Pre-treatment of raw materials and products: * to accept raw materials and products from the storage and suppliers;
* to weigh and dose raw materials and products;
* to perform raw materials and products pre-treatment processes;
* to observe the raw materials and products storage modes and requirements during the pre-treatment;
* to prepare raw materials and products for the production process in accordance with the work task.

3.3. Preparation of dishes, side dishes, intermediates: * to prepare intermediates;
* to prepare dishes, side dishes and beverages;
* to follow changes of the quality of dishes during the preparation process;
* to prepare healthy nutrition;
* to develop Latvian products preparation traditions;
* to decorate dishes;
* to prepare dishes for serving.

3.5. Storage of dishes, side dishes and intermediates: * to verify conformity of technological facilities and storages to storage requirements of various products;
* to prepare dishes and intermediates for storage and mark them according to specific requirements and indicators;
* to pack intermediates and finished products for storage in vacuum and special packaging;
* to observe appropriate storage modes and periods;
* to observe compatibility and product storage principles and expiration dates during the storage process;
* to observe conditions of rational circulation of raw materials, products, intermediates and finished dishes.

3.6. Observing of the basic principles of professional activity: * to communicate in the official language;
* to use the professional terminology in at least 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 organise the work place in accordance with the requirements of occupational safety;
* 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 work 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 companies dealing with provision of catering services. |
| (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/) |