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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: **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 qualification  Professional 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/) | | | |