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| **E:\IKVD_darbs\VISC_projekts_8_5_2\Europass_un_modular_projekts_2018\EUROPASS_PIELIKUMI_Aktualie\2_EUROPASS_pielik_jauns_form_ar_shana\Aktualais_no_2020_maija\Europass-Full-Colour-Brand-Mark.png** | Certificate supplement(\*) |  http://upload.wikimedia.org/wikipedia/commons/thumb/8/84/Flag_of_Latvia.svg/125px-Flag_of_Latvia.svg.pngLatvia |

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

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| **1. Title of the Certificate(1)** |
| ☐ Diploms par profesionālo vidējo izglītību☐ Profesionālās kvalifikācijas apliecībaProfesionālā kvalifikācija: **Koka izstrādājumu ražošanas tehniķis** |
| (1) in the original language |

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| **2. Translated title of the Certificate(2)** |
| ☐ Diploma of vocational secondary education☐ Certificate of professional qualificationProfessional qualification: **Wood processing technician;****Wood Products Manufacturing Technician**\*\* |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| A wood processing technician prepares technological documentation, selects the necessary raw materials, carries out pre-processing, further processing and finishing of wood, carries out quality checks on raw materials and finished products. Has acquired the competences required to perform the following professional duties and tasks:3.1. Compliance with and monitoring of labour and environmental protection requirements: − inspect personal protective equipment, assessing its compliance with labour protection requirements and monitoring its use; − observe and monitor compliance with labour protection requirements; − comply with and monitor compliance with fire safety regulations; − observe and monitor electrical safety requirements; − observe and monitor compliance with environmental protection requirements; − be familiar with the obligations and rights of an employee as laid down in national legislation (labour protection laws, labour code, etc.); − provide first aid. 3.2. Development of technical documentation and drawings:− familiarise with the work assignment; − develop technical documentation and drawings; − prepare software programs for specialised woodworking machines/lines; − plan the technological process according to the work assignment. 3.3. Organising the work of a raw materials and supplies warehouse:− organise the storage of raw materials and supplies in the warehouse; − monitor compliance with the rules governing the storage of raw materials and supplies in the warehouse; − organise the supply of raw materials and supplies to production units; − keep records and control the stocks of raw materials and supplies.3.4. Ensuring, monitoring and controlling the technological process: − plan and ensure the utilisation of the main technological production facilities and the execution of work; − prepare and use technological equipment in accordance with its operating instructions; − train employees to operate software-controlled woodworking machines/lines and other technological equipment; − participate in the optimisation and modernisation of existing technology. 3.5. Quality control in the production process and elimination of non-conformities:− carry out the necessary product control measurements and quality checks at specified stages of the technological process; − identify the causes of deviations in the production process and correct the deviations; − ensure compliance with the procedures and instructions of the product quality management system; − participate in audits of the company's quality management system and product quality conformity assessment;− use professional sign language and terminology.Additional competences:* *<<To be completed by the education institution>>;*
* *...;*
* *...;*
* *...*
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| **4. Employment opportunities in line with the professional qualification(3)** |
| Work in woodworking and furniture factories. |
| (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*](http://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 vocational 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 programme completed on the premises of the education institution>>* | *<<Indicate the amount (in hours or training weeks) of the 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 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 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://registri.visc.gov.lv/profizglitiba/nks\_stand\_saraksts\_mk\_not\_626.shtml*](https://registri.visc.gov.lv/profizglitiba/nks_stand_saraksts_mk_not_626.shtml)**National Information Centre:**National Europass Centre in Latvia, [*http://www.europass.lv/*](http://www.europass.lv/) |