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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: **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 qualification  Professional 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/) | | | |