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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: **Tapsētājs** |
| (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: **Upholsterer**\*\* |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| An upholsterer selects upholstery technology and materials, produces various types of upholstery, upholsters soft materials, cuts and sews upholstery materials, ties and assembles furniture springs, repairs upholstery, creates drawings, communicates with customers, prepares estimates.  Has acquired the competences required to perform the following professional duties and tasks:   * 1. Production of various types of upholstery:   − estimate the scope of work to be carried out;  − select the necessary materials;  − determine the quantity of materials;  − select the upholstery technology;  − carry out upholstery work;  − familiarise oneself with the technological map and drawings;  − identify and set up the equipment to carry out the work.  3.2. Repairing upholstery:  − assess the extent and type of repair to be carried out;  − select the necessary materials;  − dismantle upholstery;  − carry out upholstery restoration work.  3.3. Restoring upholstery.  − assess the scope of the restoration to be carried out;  − select a material authentic to the original;  − dismantling of upholstery;  − carry out restoration of upholstery.  3.4. Carrying out work of an organisational nature:  − maintain a clean and tidy working environment;  − organise work in accordance with deadlines, resources and the work assignment;  − cooperate with colleagues;  − take orders, coordinate proposals, manufacture the product and hand over the completed order to the customer.  3.5. Compliance with labour protection requirements:  − assess safety risks in the work environment;  − comply with the requirements of safety instructions;  − use personal protective equipment;  − work using safe working practices;  − provide first aid.  3.6. Compliance with fire safety regulations:  − observe fire safety in the workshop;  − assess the situation of fire occurrence;  − report to the fire service;  − carry out fire control with simple extinguishing techniques in the workshop.  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 carpentry or furniture manufacturing companies, furniture repair and restoration workshops, be self-employed or as a sole trader. |
| (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>  **National Information Centre:**  National Europass Centre in Latvia, [*http://www.europass.lv/*](http://www.europass.lv/) | | | |