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

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| **1. Title of the Certificate(1)** |
| ☐ Apliecība par profesionālo pamatizglītību  ☐ Profesionālās kvalifikācijas apliecība  Profesionālā kvalifikācija: **Koksnes materiālu apstrādātājs** |
| (1) in the original language |

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| **2. Translated title of the Certificate(2)** |
| ☐ Certificate of vocational initial education  ☐ Certificate of professional qualification  Professional qualification: **Woodworker**\*\* |
| (2)If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| A woodworker carries out auxiliary work in the pre-processing, further processing and finishing of wood under specialist supervision; finishes non-mechanised wood materials, assembles and packages wood products, makes blanks and parts from solid wood and wood-based panel materials.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Compliance with labour protection requirements:  − use equipment, power tools and hand tools in accordance with safety requirements;  − use appropriate work clothing and personal protective equipment;  − observe safety signals and signs;  − observe electrical and fire safety regulations;  − comply with environmental protection requirements.  3.2. Familiarisation with the work task and preparation of the workplace:  − familiarise oneself with the drawing;  − familiarise oneself with the technological map;  − identify the compliance of the raw materials with the accompanying documentation and for further processing;  − organise one's workplace.  3.3. Mechanical and non-mechanical working of wood or wood-based panel materials under qualified specialist supervision:  − ensure that the equipment, power tools and hand tools are ready to start work;  − insert the workpiece into the machine;  − use auxiliary and protective equipment and monitor its condition;  − carry out mechanical processing of wood;  − make simple wood products;  − glue workpieces and parts;  − apply non-mechanised chemical wood preservatives.  3.4. Maintenance of equipment, power tools and hand tools:  − carry out routine maintenance work on equipment, power tools and hand tools;  − report damage to equipment, power tools and hand tools to the person responsible;  − keep an eye on the wear of cutting tools or abrasive materials;  − monitor the condition of auxiliary and protective equipment.  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 workshops, woodworking and furniture manufacturing companies. | |
| (3) If possible | |
| **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 second level of the Latvian Qualifications Framework (LQF level 2) and the second level of the European Qualifications Framework (EQF level 2). | 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** |
| Certificate of vocational initial education and/or a certificate of vocational training enables further education at LQF level 3/ EQF level 3. | *<<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/) | | | |