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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 apliecība  Profesionālā kvalifikācija: **Loģistikas darbinieks** |
| (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: **Logistics Clerk**\*\* |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| A logistics clerk ensures the physical execution of the transport of a flow of freight (goods), which includes planning, organising and controlling to ensure the timely and efficient delivery of freight (goods).  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Transport process planning:  - accept the transport order;  - identify the freight (dimensions, type, quantity, customs requirements, etc.);  - identify suitable transport;  - prepare a timetable for freight transport.  3.2. Formulating, communicating work assignments and providing information:  - instruct the carrier to execute the order;  - pass information and instructions on the receipt, dispatch, labelling and packing of the goods to the warehouse clerk;  - provide information on the delivery of the goods to the consignee;  - pass information and instructions on the receipt, dispatch, labelling and packing of the goods to the consignor.  3.3. Managing the accompanying documents of freight:  - obtain permits and licences;  - execute certificates;  - manage transport consignment bills (CMR, TIR, AWB, BL);  - manage accompanying documents for freights.  3.4. Controlling the transport process:  - check the presence of transport at the loading bay;  - check the loading of the freight;  - check the delivery of the freigh;  - check accompanying documents and other specific documents in accordance with the contracts;  - handle problematic situations.  3.5. Compliance with the transport company's binding rules:  - comply with the rules of procedure;  - comply with occupational safety rules;  - comply with the rules on international freight transport;  - comply with the European Agreement Concerning the Work of Crews of Vehicles Engaged in International Road Transport (AETR);  - organise freight insurance and handle issues with insurance.  3.6. Preparation of reports and accounts:  - enter work-related information into a database and/or information system;  - organise documents;  - prepare the information and documentation required for accounting (e.g. documents, consignment bills, route sheets, etc.);  - issue invoices;  - prepare reports.  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 transport, logistics, manufacturing or commercial companies. |
| (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 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://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/) | | | |