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

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| **1. Title of the Certificate(1)** |
| ☐ Atestāts par arodizglītību☐ Profesionālās kvalifikācijas apliecībaProfesionālā kvalifikācija: **Noliktavas darbinieks** |
| (1) in the original language |

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| **2. Translated title of the Certificate(2)** |
| ☐ Certificate of vocational basic education☐ Certificate of professional qualificationProfessional qualification: **Warehouse Clerk**\*\***; Storage Personnel**\*\*  |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| A warehouse clerk, in accordance with instructions, carries out the work of goods movement, which includes receiving goods, checking their quality, packing, sorting, placing them in storage, picking, issuing, controlling storage conditions, as well as drawing up the appropriate documents and taking part in regular inspections of the warehouse.Has acquired the competences required to perform the following professional duties and tasks:3.1. Receiving and unloading freight, checking physical and documentary compliance:- receive and review accompanying documents;- comply with the rules for accepting specific freight (e.g. chemicals; freight controlled by the Food and Veterinary Service, etc.);- visually assess the conformity of the freight with the accompanying documents (conformity of the outer packaging);- determine the most appropriate way to unload the freight;- unload the freight, checking that the weight, dimensions and volume of the freight correspond to the accompanying documents;- draw up documents for the acceptance of goods, products or freight.3.2. Freight placement:- place the freight on palettes (palletising);- identify a suitable place for the freight in the warehouse;- position (place) the freight;- record the location of the freight.3.3. Freight tracking, regular surveys and inventories:- carry out routine inspections of warehouse premises according to a set schedule, in accordance with the requirements of laws, regulations and instructions, and record the results;- carry out freight placement checks according to a set schedule, in accordance with the requirements of laws, regulations and instructions;- on request, carry out a physical inspection of the freight to identify and record the conformity of the shelf life and expiry dates with the accompanying documents and the database;- check the physical conformity of the freight against the survey (incl. inventory) records;- take rejected and discarded freight, as well as expired freight to a designated area.3.4. Sorting, labelling, picking and packing of freight:- sort freight as instructed;- repack freight in accordance with the requirements of laws, regulations and instructions;- pack freight in accordance with the requirements of laws, regulations and instructions, prepare packing documentation;- label freight in accordance with the requirements of laws, regulations and instructions;- prepare the relevant freight picking documents for the accounts.3.5. Freight delivery and loading:- identify the details of freight delivery, including date, time, location, customer/consignee name, transport, method of delivery, etc;- determine the appropriate method of loading;- physically deliver and load the freight at the time and place specified, within the time limits of shelf life;- comply with specific rules for freight delivery, including temperature regimes, acceptance of chemicals, rules for freight controlled by the Food and Veterinary Service, etc;- seal freight and transport (if required);- issue documents accompanying special freight (if required).3.6. Preparation of accompanying documents of freight:- read the information on the freight label necessary for the preparation of the accompanying documents;- prepare the accompanying documents using computer hardware and software;- print and validate the accompanying documents of the freight;- issue the accompanying documents, incl. those for specific freight, to the carrier of the freight.3.7. Compliance with occupational safety, labour protection and environmental protection regulations:- comply with the rules of procedure;- observe occupational safety, electrical safety and fire safety regulations;- provide first aid;- clean up the workplace, and dispose of waste from the work process in a designated area;- comply with environmental protection requirements in one's professional activities.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 warehouses of retail, wholesale or manufacturing companies, as well as in warehouses of other 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 third level of the Latvian Qualifications Framework (LQF level 3) and the third level of the European Qualifications Framework (EQF level 3). | 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 basic education or secondary education enables further education at LQF level 4/ EQF level 4. | *<<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/) |