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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:  **Ražošanas 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: **Production Logistics Clerk** |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| A production logistics clerk is a specialisation of the Logistics Clerk occupation.  A production logistics clerk plans, organises and controls material flows in a production facility.  3.1. Has acquired the competencies of a logistics clerk to perform the following professional duties:  - planning the transport process;  - formulating, communicating work assignments and providing information;  - managing the accompanying documents of freight;  - controlling the transport process;  - compliance with the transport company's binding rules;  - preparing reports and accounts.  3.2. Has acquired the additional competences of a production logistics clerk to perform the following professional duties and tasks:  3.2.1. Inventory management of production materials to support the production process:  - determine the quantity of materials needed in the production process;  - determine the optimal quantity of materials to buy;  - determine the compliance of the indicators included in the calculation of the optimal procurement quantity with the procurement documents and the quality of the data;  - plan the supply of production materials based on the production plan;  - organise the supply of production materials according to the production plan;  - monitor the supply process of production materials;  - process the accompanying documents for incoming production materials;  - check that incoming production materials comply with the accompanying documents;  - ensure that production materials are labelled in accordance with the company's internal rules;  - organise the placement of production materials in accordance with the production storage plan;  - provide the production process with the necessary production materials in accordance with the production plan;  - carry out the preparatory work for the inventory process;  - take inventory of the production material residues;  - account for any damaged or non-conforming materials discovered during the inventory process in accordance with the company's inventory policy;  - determine rejects and production residues from the production process;  - collect and move production rejects, discarded materials and production material residues;  - hand over rejected and non-conforming products for disposal;  - ensure documentation of the disposal of rejected products, discarded materials and production material residues;  - ensure that production materials are stored in accordance with the company's storage plan;  - comply with the company's internal rules and safety regulations for production processes;  - comply with quality assurance and control methods of production processes (HACCP, etc.).  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 production companies and production supply logistics companies organising incoming, internal and outgoing material flows. |
| (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/) | | | |