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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: **Ķīmisko procesu tehniķis** |
| (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: **Chemical Process Technician**\*\* |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| A chemical process technician calibrates and applies equipment for the production of chemical and biochemical products, active pharmaceutical ingredients or cosmetics and perfumery products. Applies instrumental methods, collects measurement results and documents the production process.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Workplace organisation for the technological production process (TPP):  - check that the workplace, TPP equipment and communications are ready for operation;  - verify the existence of the necessary (regulatory and recording) production documentation;  - check that personal and collective protective equipment is appropriate for the workplace and the assignment to be performed;  - keep the workplace tidy during the TPP and tidy it up after the assignment is finished.  3.2. Preparation of raw materials, auxiliary substances and consumables for the TPP:  - accept raw materials, auxiliary substances and consumables in accordance with the normative documentation;  - check the quantities of raw materials, auxiliary substances and consumables in accordance with the work assignment;  - ensure that the raw materials and auxiliary substances subject to strict accounting are accounted for;  - store raw materials, auxiliary substances and consumables in accordance with the regulatory documentation;  - prepare raw materials, auxiliary substances and consumables for the TPP.  3.3. Carrying out the technological production process (TPP):  - load the raw materials and auxiliary substances corresponding to the TPP description into the TPP equipment;  - ensure the TPP by following the technological mode of production as described in the TPP description;  - maintain TPP parameters in accordance with the regulatory documentation governing the TPP and the work assignment;  - unpack the product obtained from the TPP;  - submit the resulting products to quality control;  - clean the TPP equipment.  3.4. Controlling the technological production process (TPP):  - monitor the compliance of the TPP parameter measuring instruments with the operating procedures;  - control the parameters governing the TPP;  - document the actual values of the parameters governing the TPP;  - carry out the tests needed to assess the progress of the TPP;  - act in accordance with the requirements of the regulatory documentation in the event of deviations in the TPP regulatory parameters.  3.5. Documenting the technological production process (TPP):  - keep records of the progress of the TPP;  - keep the necessary records on the operation and maintenance of TPP equipment and measuring instruments;  - keep the necessary records of the cleaning of TPP equipment and premises;  - keep appropriate records of the use of raw materials and auxiliary substances subject to strict accounting;  - keep the necessary records on the status of TPP equipment;  - keep the necessary records of the product obtained from the TPP;  - keep a record of deviations from the TPP description observed during the TPP.  3.6. Implementing the fundamental principles of professional practice, work and environmental protection requirements:  - comply with labour and environmental protection rules;  - comply with the rules governing employment relations;  - respect social and civic responsibility principles;  - use the national language;  - use one foreign language;  - plan for the execution of the work assignment;  - cooperate, observing the basic principles of professional communication;  - use information and communication technology;  - improve professional qualification.  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 chemical, pharmaceutical, cosmetics and perfumery 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/) | | | |