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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 apliecībaProfesionālā kvalifikācija: **Materiālu ķīmijas** **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 qualificationProfessional qualification: **Materials Chemistry Technician**\*\* |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| Materials chemistry technician is a specialisation of the Chemical Process Technician occupation.A materials chemistry technician independently carries out the technological process or part thereof in accordance with the production and quality control documentation to produce a material or chemical mixture that meets quality requirements, observing labour protection and environmental protection requirements; cooperates with other professionals in the work process.Has acquired the additional competences of a materials chemistry technician to perform the following professional duties and tasks:3.1. Workplace organisation and arrangement:‒ check that equipment and communications are ready for operation;‒ verify the existence of the necessary production documentation;‒ check the availability of personal and collective protective equipment suitable for use;‒ check the existence of extinguishing media suitable for use;‒ keep the workplace tidy during work and tidy up after work;‒ comply with production hygiene requirements.3.2. Preparation of raw materials and consumables:‒ accept raw materials in accordance with the regulatory documentation;‒ check the labelling of chemicals and mixtures;‒ ensure raw materials subject to strict accounting are accounted for;‒ comply with the rules for storing substances and materials;‒ check the qualitative and quantitative conformity of raw materials and consumables to the work assignment;‒ weigh and measure raw materials for the process;‒ use containers suitable for the raw materials.3.3. Performing the technological process:‒ carry out the production process in accordance with the technological regime;‒ maintain the technological parameters in accordance with the production documentation and the work assignment;‒ prepare, weigh (measure), label the resulting product;‒ hand the product over for quality control or do it single-handedly;‒ clean the production equipment;‒ use production resources rationally and efficiently.3.4. Controlling the technological process:‒ ensure that measurement and automation equipment is in working order;‒ comply with the regulatory parameters;‒ carry out quality assessment of chemicals and their mixtures, intermediates and materials;‒ document the actual values of the regulated parameters;‒ report deviations from regulated parameters;‒ perform and evaluate process control results.3.5. Compliance with occupational safety and environmental protection regulations:‒ use personal protective equipment at the workplace;‒ comply with occupational safety requirements when working with chemicals;‒ comply with fire safety, electrical safety and explosion safety regulations;‒ comply with the requirements for safe operation of equipment;‒ provide first aid if necessary;‒ collect production waste in accordance with the production documentation;‒ use and obey safety signs;‒ prevent contamination of the working environment and the surrounding environment.3.6. Documenting the technological process:‒ keep and collate timely records of the process, and attach all outputs (charts, printouts, etc.) to the records;‒ document the operation and maintenance of equipment and measuring instruments;‒ document cleaning of equipment and premises;‒ document the use of substances subject to strict accounting;‒ document the status of equipment;‒ label the products produced in accordance with the requirements;‒ keep records of deviations observed during the process.3.7. Respecting the basic principles of communication:‒ work in a team;‒ be accountable for the results of own work.3.8. Complying with production hygiene:‒ wear the clothing provided for the job;‒ observe personal hygiene;‒ maintain production facilities and equipment as required;‒ prevent microbiological, physical and chemical contamination of the room air and product.3.9. Compliance with the requirements of the regulatory acts mandatory for the industry:‒ comply with the requirements of other quality systems (ISO, OHSAS, etc.);‒ comply with the requirements of other laws and regulations relevant to the performance of the specific work  assignments.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, timber, metalworking, printing, textile processing, building materials, etc. industries where materials, chemicals or mixtures of chemicals are produced. |
| (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/) |