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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: **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 qualification  Professional 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/) | | | |