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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: **Parfimērijas un kosmētikas 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: **Perfumery and Cosmetics Process Technician** |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| A perfumery and cosmetics process technician is a specialisation of the Chemical Process Technician occupation.  A perfumery and cosmetics process technician independently carries out the technological process or part thereof in accordance with the production and quality control documentation in the equipment provided for it, in order to obtain a perfumery and cosmetics product that meets quality requirements, organises the work in the perfumery and cosmetics production unit, observing the requirements of labour, environmental protection and good manufacturing practice.  3.1. Has acquired the competences of a chemical process technician to perform the following professional duties:  - workplace organisation for the technological production process (TPP);  - preparation of raw materials, auxiliary substances and consumables for the TPP;  - carrying out the TPP;  - monitoring the TPP;  - documentation of the TPP;  - implementing the fundamental principles of professional practice and work and environmental protection requirements.  3.2. Has acquired the additional competences of a perfumery and cosmetics process technician to perform the following professional duties and tasks:  3.2.1. Ensuring compliance with Good Manufacturing Practice requirements:  - comply with standard operating procedures, instructions and other regulatory documentation;  - complete the documentation of the perfumery and cosmetics technological production process;  - adhere to the FIFO principle in the choice of raw materials;  - follow the procedure for identifying a defective product;  - follow procedures for identifying defective equipment and facilities;  - observe the flows of raw materials, consumables, cosmetic mass and products;  - comply with hygiene requirements.  3.2.2. Use of technological equipment and facilities for production operations:  - comply with the instructions for use of technological equipment and facilities;  - comply with the technological regime according to the technological instructions;  - use equipment and facilities.  3.2.3. Ensuring operation of equipment:  - clean equipment and facilities in accordance with the work instructions;  - assess the technical condition of equipment and facilities;  - prepare equipment and facilities in accordance with the work instructions.  3.2.4. Preparation of cosmetic mass and perfumery liquid:  - weigh raw materials;  - load raw materials into tanks;  - prepare cosmetic mass and perfumery liquid according to the process instructions;  - unload prepared cosmetic mass and perfumery liquid into tanks;  - select samples of the prepared cosmetic mass and perfumery liquid for quality control in accordance with the instructions.  3.2.5. Packaging of cosmetic mass and perfumery liquid:  - load the prepared cosmetic mass and perfumery liquids into packaging containers;  - prepare packaging materials;  - package the prepared cosmetic mass and perfumery liquid in accordance with the process instructions;  - pack and label the packaged products.  3.2.6. Implementing and adhering to the fundamental principles of the company's operation:  - comply with labour protection rules;  - comply with environmental protection rules;  - comply with fire and electrical safety rules;  - provide first aid;  - complete the documentation of the perfumery and cosmetics production process;  - organise one's work according to deadlines, resources and quality requirements, plan and organise work in the perfumery and cosmetics production unit;  - work together with colleagues;  - resolve conflict situations;  - maintain a clean and tidy working environment.  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 perfumery and cosmetics 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/) | | | |