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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:  **Pasažieru pārvadājumu 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: **Passenger Transport Logistics Clerk** |
| (2) If applicable. This translation has no legal status. |

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| **3. Profile of competences** |
| A passenger transport logistics clerk is a specialisation of the Logistics Clerk occupation.  A passenger transport logistics clerk plans, organises and controls the physical execution of scheduled and non-scheduled road passenger transport operations to ensure the timely and efficient transport of passengers.  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 passenger transport logistics clerk to perform the following professional duties and tasks:  3.2.1. Provision of scheduled passenger road transport:  - manage the route network of scheduled passenger road transport;  - ensure that scheduled passenger road transport services comply with the requirements of the regulatory enactments;  - participate in procurement procedures for scheduled passenger road transport;  - manage scheduled passenger road transport;  - solve problems related to passenger road transport.  3.2.2. Provision of non-scheduled passenger road transport:  - ensure that non-scheduled passenger road transport services comply with the requirements of the regulatory enactments;  - participate in procurement procedures for non-scheduled passenger road transport;  - organise non-scheduled passenger road transport;  - manage non-scheduled passenger road transport;  3.2.3. Managing the documents and information needed to carry out road transport operations:  - manage the documents and information needed for passenger road transport and its driver;  - ensure the operation of ticket sales systems in the company (on-board, in the ticket office, e-environment, etc.);  - ensure working and rest arrangements for bus drivers.  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 companies involved in the provision of scheduled and/or non-scheduled passenger road transport services and the supervision of the passenger road transport process. |
| (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/) | | | |