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Republic of Latvia

Cabinet

Regulation No. 149

Adopted 27 February 2007

Procedures for the Development of Professional Standards and Vocational Standards

*Issued pursuant to
Section 7, Clause 2
of the Vocational Education Law*

1. These Regulations prescribe the procedures for the development of professional standards and vocational standards.

2. The Ministry of Education and Science (hereinafter – Ministry) and the Vocational Education Administration (hereinafter – Administration) in co-operation with the Tripartite Cooperation sub-council of Vocational Education and Employment shall perform the following tasks:

2.1. to organise the development and expert-examination of draft professional standards and vocational standards, inviting representatives of sectoral ministries and professional organisations; and

2.2. to provide organisational and methodological support for the development of the draft professional standards and vocational standards.

3. The tasks referred to in Paragraph 2 of these Regulations shall be performed by the:

3.1. Administration – to develop the vocational standards which conform to the first, second and third level vocational qualification; and

3.2. Ministry – to develop the professional standards which conform to the fourth and fifth level professional qualification.

4. For developing of a draft professional standard and vocational standard a working group shall be established, in which the representatives of sectoral or cross-sectoral sector's professional organisations or employers' organisations shall be included.

5. The working group referred to in Paragraph 4 of these Regulations determines:

5.1. the duties and tasks which characterise the profession;

5.2. the necessary skills for the performance of the professional activity's basic tasks;

5.3. the necessary knowledge (the level of conception, awareness and application shall be indicated) for the performance of the professional activity's basic tasks;

5.4. the necessary professional competence (necessary skills, knowledge and responsibility in certain work situations) for the performance of the professional activity; and

5.5. the place of the profession in the sectoral qualification structure and employment description, in which the summary of the professional activity's basic tasks shall be provided.

6. A draft professional standard and vocational standard shall be documented in conformity with the Annex to these Regulations.

7. A draft professional standard and vocational standard may also be developed by labour organisations, employers' organisations, professional organisations, educational establishments and other natural or legal persons (hereinafter – draft submitter), complying with the requirements referred to in Paragraph 4, 5 and 6 of these Regulations. The draft submitter shall submit the draft professional standard and vocational standard (in paper form or electronically) and a relevant submission to the Ministry or the Administration.

8. In the submission referred to in Paragraph 7 of these Regulations the following data shall be indicated:

- 8.1. the name of the profession;
- 8.2. the occupational code in conformity with the profession's classification defined in the Classification of Occupations;
- 8.3. the duties and tasks which characterise the profession; and
- 8.4. the composition of the draft professional standard's and vocational standard's development working group (participants' given name, surname, place of employment and position).

9. If the draft submitter is a legal person in addition to the information referred to in Paragraph 8 of these Regulations the following data shall be specified in the submission:

- 9.1. the name of the legal person;
- 9.2. the founder of the legal person, legal status, legal address and telephone number thereof; and
- 9.3. the head of the legal person or given name, surname and position, telephone number of such person (submitter) who is authorised to submit the submission.

10. If the draft submitter is a natural person, in addition to the information referred to in Paragraph 8 of these Regulations the following data shall be specified in the submission:

- 10.1. the submitter's given name, surname, place of employment and position; and
- 10.2. the submitter's declared place of residence and telephone number.

11. The Ministry or the Administration shall co-ordinate the draft professional standard and vocational standard with the Tripartite Cooperation sub-council of Vocational Education and Employment. If the draft professional standard and vocational standard is submitted by the draft submitter, then the Ministry or the Administration within 10 days after its receipt shall examine the compliance of the draft professional standard and vocational standard to the requirements referred to in Paragraphs 4, 5 and 6 of these Regulations and shall submit it to the Tripartite Cooperation sub-council of Vocational Education and Employment for co-ordination.

12. The Tripartite Cooperation sub-council of Vocational Education and Employment shall engage the experts from the sectoral ministries and professional organisations and within two months after the receipt of the draft professional standard and vocational standard it shall be examined in the meeting of the sub-council. The minutes of the meeting and the expert opinions regarding the draft professional standard's and vocational standard's co-ordination or non-coordination (if the requirements specified in these Regulations are not observed) shall

be sent by the Tripartite Cooperation sub-council of Vocational Education and Employment to the Ministry or the Administration.

13. The Ministry or the Administration within 10 days after the receipt of the minutes referred to in Paragraph 12 of these Regulations:

13.1. shall inform the draft submitter and the Ministry of Welfare regarding the submitted draft professional standard and vocational standard, the expert opinions and the draft professional standard's and vocational standard's co-ordination or non-coordination with the Tripartite Cooperation sub-council of Vocational Education and Employment;

13.2. shall send a proposal to the Ministry of Welfare regarding the updating of the Classification of Occupations and shall append the minutes, the expert opinions and the co-ordinated draft professional standard and vocational standard referred to in Paragraph 12 of these Regulations; and

13.3. shall include the co-ordinated professional standard and vocational standard in the register of professional standards and vocational standards (indicating the date and number of the minutes of the relevant meeting of the Tripartite Cooperation sub-council of Vocational Education and Employment).

14. Sub-paragraph 13.2 of these Regulations shall come into force on 1 September 2007.

Prime Minister

A. Kalvītis

Minister for Education and Science

B. Rivža

Professional Standard and Vocational Standard

I. General Provisions

1. Name of Profession _____
2. Occupational Code _____

II. Employment Description

1. Level of Professional Qualification _____
2. Summary of Professional Activity's Basic Tasks _____

III. Necessary Professional Competence for Performance of the Professional Activity

IV. Necessary Skills for Performance of the Professional Activity's Basic Tasks

V. Necessary Knowledge for Performance of the Professional Activity's Basic Tasks

1. Necessary knowledge for the performance of the professional activity's basic tasks in the level of conception

2. Necessary knowledge for the performance of the professional activity's basic tasks in the level of awareness

3. Necessary knowledge for the performance of the professional activity's basic tasks in the level of application
