

Continuing vocational training programmes of ESF project Nr.9.1.4.1/16/I/001 „Integration of people with disabilities or mental disorders into labour market and society”

Published: 11.06.2021.

Translated by machine translator

Gardener

Education program
Gardening
Code of program
20T 622 001
Qualification
Gardener
Previous education
Elementary education (completed or part-learned)
Address, phone
Slokas street 68, Jūrmala, phone 67811704
Language
Latvian
Form of the program
Full-time
Duration of the program
960 hours
Education document
Certificate of professional qualification

Funding
Funding of the ESF project "Integration of people with disabilities or mental disorders to labour market and society"
Description of what does a gardener do
Under the supervision of a specialist, is able to perform the tasks and duties of a gardener.
Education subjects
<ul style="list-style-type: none"> Botany Fruiting Floriculture Vegetabling Planting and careing Mechanisation Soil training Society and human safety Applied communication Physical activities Qualification practice (240 hours)

Florist

Education program
Floricity services
Code of program
20T 817 00 1
Qualification
Florist
Previous education
Elementary education (completed or part-learned)

Address, phone
Slokas street 68, Jūrmala, phone 67811704
Language
Latvian
Form of the program
Full-time
Duration of the program
1920 hours
Education document
Certificate of professional qualification
Funding
Funding of the ESF project "Integration of people with disabilities or mental disorders to labour market and society"
Description of what does a florist do
Florist is able to perform the tasks and duties of the florist.
Education subjects
<ul style="list-style-type: none"> Assortment of plants Botanic and physiology of plants Floral materials training Composition and colour training Technologies of floristry products Legislation and legal bases Applied communication Society and human safety Physical activities Qualification practice (480 hours)

Carpenter's assistant

Education program
Manufacture of wood products
Code of program
10T 543 04 1
Qualification
Carpenter's assistant
Previous education
No restrictions
Address, phone
Slokas street 68, Jūrmala, phone 67811704
Language
Latvian
Form of the program
Full-time
Duration of the program
2880 hours
Education document
Certificate of professional qualification
Funding
Funding of the ESF project "Integration of people with disabilities or mental disorders to labour market and society"
Description of what does a carpenter's assistant do
Under the guidance of a qualified specialist can carry out wood mechanical processing, can prepare preforms from wood and wood board materials, as well as make simple wood products

Education subjects

Woodworking technology

Material training

Reading drawings

Society and human safety

Environment protection

Applied accounting

Applied foreign language

Computer training

Woodworking

Applied communication

Physical activities

Qualification practice (440 hours)

Document management clerk

Education program

Administrative and secretarial services
(work of the secretariat and office)

Code of program

32 346 01

Qualification

Document management clerk
Second level of professional qualifications

Previous education

Elementary education (completed or part-learned)

Address, phone

Slokas street 68, Jūrmala, phone 67811704

Language

Latvian

Form of the program
Full-time
Duration of the program
1920 hours
Education document
Attestation of vocational education
Funding
Funding of the ESF project "Integration of people with disabilities or mental disorders to labour market and society"
Description of what does a document management clerk do
Document management clerk works at institutions, companies, associations of companies, public and religious organisations and carries out documentation, accounting, registration, acceptance, transmission, circulation, enforcement control and preservation of documents. Document management clerk make matters in accordance with the nomenclature, prepare derivatives of the original, as well as respond to corespondence and within the scope of his competence communicate with customers using hardware and other technical tools.

Warehouse employee

Education program
Commercial sciences
Code of program
20T 341 02 1
Qualification
Warehouse employee Second level of professional qualifications
Previous education
Elementary education (completed or part-learned)
Address, phone
Slokas street 68, Jūrmala, phone 67811704

Language
Latvian
Form of the program
Full-time
Duration of the program
960 hours
Education document
Certificate of professional qualification
Funding
Funding of the ESF project "Integration of people with disabilities or mental disorders to labour market and society"
Description of what does a warehouse employee do
Warehouse employee knows warehouse plans, storage equipment and technologies
Education subjects
<ul style="list-style-type: none"> Society and human safety Basic principles of warehouse activities Logistical basis for supply, storage and distribution processes in warehouses Commodity science, sanitation and hygiene Accounting bases and accounting Applied computer training Marketing Document management Applied communication Physical activities Qualification practice (240 hours)

<https://www.siva.gov.lv/en/continuing-vocational-training-programms-esf-project-nr914116i001-integration-people-disabilities-or-mental-disorders-labour-market-and-society>