

Name of the vocational examination of entrepreneurship

The examination for acquiring the 5th level professional qualification "Manager of enterprise or institution" ("*Uzņēmuma vai iestādes vadītājs*" – in Latvian), as the final stage of completing the corresponding 2nd level higher professional education study program.

Initiation year of the examination or system

Standard of qualification (profession) approved on 16.05.2002 by the order No. 283 of the Ministry of Education and Science of Republic of Latvia; Registration Number: PS 0070.

The scope of the examination (e.g. creditation)

This is a competence based examination which is the final stage of at least 4 years studies (240 ECTS points) in the field of Business Administration. Study programs must include at least a half of year work placement. The examination consists from the defence of qualification work, elaborated as the practise based investigation, corresponding to at least 18 ECTS points, which may be optionally supplemented with the theoretical part of examination. The examination is evaluated in a scale of 10 points (the lowest successful mark is 4) or by passed/failed. The degree gives the 5th level professional qualification. The content of the study program and the questions or problems for examination must correspond to the mentioned standard of qualification.

Public / private partners responsible and/or organising the examination (centrally organised vv. E.g. Chambers of commerce)

Accordingly to the "*Regulations on the 2nd level higher professional education standard*" (Regulations No.481, prot. No.57 9.§; 20.11.2001) of the Cabinet of Ministers of Republic of Latvia, for this examination the *State Examination Commission (SEC)* must be appointed by the corresponding higher education institution accordingly to the rules stated in its *Satversme* (Collection of main rules of the institution). *SEC* operates accordingly to the rules approved by the *Senate* of the institution. The *SEC's* chairperson and at least half of its members must be representatives of professional organizations or employers. The minimal composition of *SEC* is a chairperson and 4 members.

Funding of the examination

The institution organising the competence based examination as a rule, finances this examination from their own financial resources: it means, that costs of examination are included in the study fees of corresponding study programs. In the State founded higher education institutions often together in the same study programs are educated state budget paid students and students that are paying for their studies themselves. So, in such cases funding for examination also has mixed origin. In some special cases (for example – for pilot programs and corresponding examinations) it is possible to receive grants from international sources (for example from European Commission (EC))

Cohesion Fund, or EC Social Fund, etc).

Geographical coverage of the examination (regional, national?)

National – examinations take place in 15 higher education institutions and in 17 branches of those institutions all over Latvia.

Target group of the examination

X	Potential entrepreneurs
X	Existing entrepreneurs
	Other:

The target group in detail

The qualification examination is aimed for persons planning to operate in business administration, both as the persons acting as entrepreneurs, or as managers. At the moment, in the stage of elaboration is at least one study program (EU financially supported) that is targeted for training and education of acting entrepreneurs, preferably from innovative businesses, with basic education is the fields, different from economics and business administration.

The aims of the vocational examination of entrepreneurship

The aim of the examination is to demonstrate and to verify the competence and the skills in the field of entrepreneurship, specified by the corresponding standard (including competence and skills in personal management, marketing management, financial management, commercial law, organisational aspects of production, logistics, information systems, etc.). Studies and work placement must be targeted to gain those skills and competencies.

Classification of the aims of the vocational examination of entrepreneurship

X	Learning about entrepreneurship
	Learning to become entrepreneurial (non-business focus)
X	Learning to become an entrepreneur (business focus)
	Other; please specify:

Description of the main contents of the examination

The final examination for obtaining the qualification “Manager of enterprise or institution”, as the final stage of completing the corresponding 2nd level higher

professional education study program, may consist from one or two separate parts. The compulsory part of the examination is elaboration and public defence of diploma work, based on analysis and proposed solutions of problems related to real business. In diploma work applicant must demonstrate his/her ability to use the specific knowledge and skills, mentioned in the standard of qualification (profession), - in solving the organizational problems, in solving problems of personal management, financial management, marketing, logistics and information systems management, etc. In some higher education institutions the second (optional) part of qualification examination is used - in the form of oral or written final examination in "Entrepreneurship", where, as a rule, case studies (or problem solving) are included.

Description of the nature of the examination

The structure of the examination is described in the section above. This examination, as a rule, is a final stage in verification of professional competence and skills, acquired during the studies.

Characteristics and experiences of the examination

The Latvian national professional standard of qualification (profession) "Manager of enterprise or institution" is elaborated in co-operation of experts from business sector, state institutions, non-governmental organizations (trade-unions, etc.), higher education institutions, by involving also international experts-consultants. So, by opinion of these experts, the acquiring of skills and knowledge, stated in this standard, must be sufficient to start operations in business – both in position of entrepreneur, or in position of manager.

No written material available about the surveys how applicants, that have obtained the mentioned qualification, feel themselves in real business environment.

SOURCES

- ❑ *Law on professional education*, approved by the Parliament (Saeima) of the Republic of Latvia on 10.06.1999; with later corrections.
- ❑ *Order of elaboration of professional standards*, Regulations No.131 (prot. Nr.13 10.§; 26.03.2002) of the Cabinet of Ministers of Republic of Latvia.
- ❑ *Regulations on the 2nd level higher professional education standard*, Regulations No.481 (prot. No.57 9.§; 20.11.2001) of the Cabinet of Ministers of Republic of Latvia.
- ❑ *Standard of the 5th level profession "Manager of enterprise or institution" ("Uzņēmuma un iestādes vadītājs")*, acquirable by completing the corresponding 2nd level higher professional education study program; standard approved on 16.05.2002 by the Regulations No. 283 of the Ministry of Education and Science of Republic of Latvia; Registration Number: PS 0070.

Name of the vocational examination of entrepreneurship

The examination for acquiring the 4th level professional qualification "Specialist of Entrepreneurship" ("*Uzņēmējdarbības speciālists*" – in Latvian), as the final stage of completing the corresponding 1st level higher professional education study program.

Initiation year of the examination or system

Standard of qualification (profession) approved on 25.09.2002 by the order No. 524 of the Ministry of Education and Science of Republic of Latvia; Registration Number: PS 0119.

The scope of the examination (e.g. creditation)

This is a competence based examination which is the final stage of 2 - 3 years (120 - 180 ECTS points) studies in the field of Business Administration. Study programs must include at least 3½ months (16 ECTS points) work placement. The examination consists from the defence of qualification work, elaborated as the practise based investigation, corresponding to 12 - 18 ECTS points (approximately 10% of the all study program), which may be optionally supplemented with the theoretical part of examination. The examination is evaluated in a scale of 10 points (the lowest successful mark is 5). The degree gives the 4th level professional qualification. The content of the study program and the questions or problems for examination must correspond to the mentioned standard.

Public / private partners responsible and/or organising the examination (centrally organised vv. E.g. Chambers of commerce)

Accordingly to the "*Regulations on the 1st level higher professional education standard*" (Regulations No.141, prot. No.12, 5.§; 20.03.2001) of the Cabinet of Ministers of Republic of Latvia, to award the qualification "*Specialist of Entrepreneurship*" every year the *State Qualification Examination* must be organised in the way approved by the *Ministry of Education and Science of Republic of Latvia*, accordingly to the proposal received from *the Cooperation Council on Professional Education*.

Funding of the examination

The institution organising the competence based examination as a rule, finances this examination from their own financial resources: it means, that costs of examination are included in the study fees of corresponding study programs. In the State founded higher education institutions often together in the same study programs are educated state budget paid students and students that are paying for their studies themselves. So, in such cases funding for examination also has mixed origin. In some special cases (for example – for pilot programs and corresponding examinations) it is possible to receive grants from international sources (for example from European Commission (EC) Cohesion Fund, or EC Social Fund, etc).

Geographical coverage of the examination (regional, national?)

National – examinations take place in 8 higher education institutions and in 13 branches of those institutions all over Latvia.

Target group of the examination

X	Potential entrepreneurs
	Existing entrepreneurs
	Other:

The target group in detail

The qualification examination is aimed for persons planning to operate in business administration, both as the persons acting as entrepreneurs, or as managers.

The aims of the vocational examination of entrepreneurship

The aim of the examination is to demonstrate and to verify the competence and the skills in the field of entrepreneurship, specified by the corresponding standard (including competence and skills in strategic planning, administration of enterprise, insurance of rights and duties of customers and suppliers, etc.). Studies and work placement must be targeted to gain those skills and competencies.

Classification of the aims of the vocational examination of entrepreneurship

X	Learning about entrepreneurship
	Learning to become entrepreneurial (non-business focus)
X	Learning to become an entrepreneur (business focus)
	Other; please specify:

Description of the main contents of the examination

The final examination for obtaining the qualification "Specialist of Entrepreneurship", as the final stage of completing the corresponding 1st level higher professional education study program, may consist from one or two separate parts. The compulsory part of the examination is elaboration and public defence of qualification work, based on analysis and proposed solutions of problems related to real business. In qualification work applicant must demonstrate his/her ability to use the specific knowledge and skills, mentioned in the standard of qualification (profession), - to solve the organizational problems, to assess the risks, to elaborate development plans, to analyse financial information and to make financial calculations and accounting operations, to use different marketing tools taking into account psychological aspects, to keep positive

communication with external environment, etc. In some higher education institutions the second (optional) part of qualification examination is used - in the form of oral or written final examination in "Entrepreneurship", where, as a rule, case studies (or problem solving) are included.

Description of the nature of the examination

The structure of the examination is described in the section above. This examination, as a rule, is a final stage in verification of professional competence and skills, acquired during the studies.

Characteristics and experiences of the examination

The Latvian national professional standard of qualification (profession) "Specialist of Entrepreneurship" is elaborated by group of representatives from business sector, by involving also experts-consultants from state institutions and higher education institutions. So, by opinion of these experts, the acquiring of skills and knowledge, stated in this standard, must be sufficient to start operations in business – both in position of entrepreneur (small and medium size companies, individual entrepreneur), or in position of manager.

No written material available about the surveys how applicants, that have obtained the mentioned qualification, feel themselves in real business environment.

SOURCES

- ❑ *Law on professional education*, approved by the Parliament (*Saeima*) of the Republic of Latvia on 10.06.1999; with later corrections.
- ❑ *Order of elaboration of professional standards*, Regulations No.131 (prot. Nr.13 10.§; 26.03.2002) of the Cabinet of Ministers of Republic of Latvia.
- ❑ *Regulations on the 1st level higher professional education standard*, Regulations No.141 (prot. No.12, 5.§; 20.03.2001) of the Cabinet of Ministers of Republic of Latvia.
- ❑ *Standard of the profession "Specialist of Entrepreneurship" ("Uzņēmējdarbības speciālists")*, acquirable by completing the corresponding 1st level higher professional education study programs; standard approved on 25.09.2002 by the Regulations No. 524 of the Ministry of Education and Science of Republic of Latvia; Registration Number: PS 0119.

Name of the vocational examination of entrepreneurship

The examination for acquiring the 4th level professional qualification "Specialist in Agribusiness" ("*Uzņēmējdarbības speciālists lauksaimniecībā*" – in Latvian), as the final stage of completing the corresponding 1st level higher professional education study program.

Initiation year of the examination or system

Standard of qualification (profession) approved on 03.06.2003 by the order No. 262 of the Ministry of Education and Science of Republic of Latvia; Registration Number: PS 0183.

The scope of the examination (e.g. creditation)

This is a competence based examination which is the final stage of 2 - 3 years (120 - 180 ECTS points) studies in the field of Agribusiness Administration. Study programs must include at least 3½ months (16 ECTS points) work placement. The examination consists from the defence of qualification work, elaborated as the practise based investigation, corresponding to 12 - 18 ECTS points (approximately 10% of the all study program), which may be optionally supplemented with the theoretical part of examination. The examination is evaluated in a scale of 10 points (the lowest successful mark is 5). The degree gives the 4th level professional qualification. The content of the study program and the questions or problems for examination must correspond to the mentioned standard.

Public / private partners responsible and/or organising the examination (centrally organised vv. E.g. Chambers of commerce)

Accordingly to the "*Regulations on the 1st level higher professional education standard*" (Regulations No.141, prot. No.12, 5.§; 20.03.2001) of the Cabinet of Ministers of Republic of Latvia, to award the qualification "*Specialist in Agribusiness*" every year the *State Qualification Examination* must be organised in the way approved by the *Ministry of Education and Science of Republic of Latvia*, accordingly to the proposal received from *the Cooperation Council on Professional Education*.

Funding of the examination

The State financed education institution organising the competence based examination finances this examination from their own financial resources: it means, that costs of examination are included in the State financial sources allocated for realization of this study program, including final (qualification) examination.

Geographical coverage of the examination (regional, national?)

Regional – currently examination takes place only in one education institution – in *Malnava College*, situated in the rural and least developed region of Latvia – Latgale.

Target group of the examination

X	Potential entrepreneurs
	Existing entrepreneurs
	Other:

The target group in detail

The qualification examination is aimed for persons planning to operate in agribusiness administration, both as the persons acting as entrepreneurs (farmers), or as managers.

The aims of the vocational examination of entrepreneurship

The aim of the examination is to demonstrate and to verify the competence and the skills in the field of agribusiness, specified by the corresponding standard (including competence and skills in accounting and economic analysis of the firm, organisation of production, improvement of productivity and quality, management of personal, etc.). Studies and work placement must be targeted to gain those skills and competencies.

Classification of the aims of the vocational examination of entrepreneurship

X	Learning about entrepreneurship
	Learning to become entrepreneurial (non-business focus)
X	Learning to become an entrepreneur (business focus)
	Other; please specify:

Description of the main contents of the examination

The final examination for obtaining the qualification "Specialist in Agribusiness", as the final stage of completing the corresponding 1st level higher professional education study program, consists from one part - elaboration and public defence of qualification work, based on analysis and proposed solutions of problems related to real agribusiness. In qualification work applicant must demonstrate his/her ability to use the specific knowledge and skills, mentioned in the standard of qualification (profession), - to solve the organizational problems, to organize the agricultural production process, to organize agricultural technological processes, to insure the demands of labour safety, to analyse economic and financial situation of the firm, to elaborate development plans, to make clerical works, etc.

Description of the nature of the examination

The structure of the examination is described in the section above. This examination is a final stage in verification of professional competence and skills, acquired during the studies.

Characteristics and experiences of the examination

The Latvian national professional standard of qualification (profession) "Specialist in Agribusiness" is elaborated by group of representatives from agribusiness sector, and Latvia University of Agriculture, by involving also experts-consultants from state institutions, higher education institutions and non-governmental organization (Association of Agribusiness Firms). So, by opinion of these experts, the acquiring of skills and knowledge, stated in this standard, must be sufficient to start operations in agribusiness – both in position of farmer, or in position of manager of agribusiness.

No written material available about the surveys how applicants, that have obtained the mentioned qualification, feel themselves in real business environment.

SOURCES

- ❑ *Law on professional education*, approved by the Parliament (*Saeima*) of the Republic of Latvia on 10.06.1999; with later corrections.
- ❑ *Order of elaboration of professional standards*, Regulations No.131 (prot. Nr.13 10.§; 26.03.2002) of the Cabinet of Ministers of Republic of Latvia.
- ❑ *Regulations on the 1st level higher professional education standard*, Regulations No.141 (prot. No.12, 5.§; 20.03.2001) of the Cabinet of Ministers of Republic of Latvia.
- ❑ *Standard of the profession "Specialist in Agribusiness" ("Uzņēmējdarbības speciālists lauksaimniecībā")*, acquirable by completing the corresponding 1st level higher professional education study programs; standard approved on 03.06.2003 by the Regulations No. 262 of the Ministry of Education and Science of Republic of Latvia; Registration Number: PS 0183.

Name of the vocational examination of entrepreneurship

The examination for acquiring the 3rd level professional qualification "*Rural Entrepreneur*" ("*Lauku īpašuma apsaimniekotājs*"), as the final stage of completing the corresponding vocational education program.

Initiation year of the examination or system

Standard of qualification (profession) approved on 08.09.2003 by the order No. 424 of the Ministry of Education and Science of Republic of Latvia; Registration Number: PS 0195.

The scope of the examination (e.g. creditation)

This is a competence based examination which is the final stage of 1 year and 10 months vocational studies (after general secondary education) or 4 years complex vocational and general secondary education studies in the field of Agribusiness.

The examination is evaluated in a scale of 10 points (the lowest successful mark is 5). The degree gives the 3rd level professional qualification. The content of the study program and the questions or problems for examination must correspond to the mentioned standard.

Public / private partners responsible and/or organising the examination (centrally organised vv. E.g. Chambers of commerce)

To award the qualification "*Rural Entrepreneur*", every year the *State Centralized Professional Qualification Examination* must be organised in the way approved by the *Centre of Professional Education of the Ministry of Education and Science of Republic of Latvia*. The content of the examination must be agreed by the *Cooperation Council on Professional Education*. Such order is stated by the "*Regulations on the professional qualifications for obtaining of which it is necessary to pass through the centralised examinations of professional qualification*" (Regulations No.383) issued on 11.07.2000 by the Cabinet of Ministers of Republic of Latvia.

Since 2002 the *State Centralized Professional Qualification Examinations in Latvia* have been organized accordingly to the Instruction No.11 (from 10.10.2002.) of the Ministry of Education and Science: "*Order of Process of Centralized Professional Qualification Examinations*". This instruction describes in details the corresponding examination process.

Funding of the examination

The funding of the examination comes from the sources of the founder of the institution: for the state founded education institutions – from the state budget, for the education institutions founded by municipalities – from their budget, for education institutions founded on the basis of private capital – from corresponding private firms or individual

persons.

If the person goes through the examination repeatedly or like as an extern, he/she must pay for the examination from his/her own sources.

Geographical coverage of the examination (regional, national?)

National – examinations take place in several agribusiness colleges and vocational schools all around the Latvia.

Target group of the examination

X	Potential entrepreneurs
	Existing entrepreneurs
	Other:

The target group in detail

The qualification examination is aimed for persons planning to operate in agribusiness, both as the persons acting as entrepreneurs (farmers), or as managers.

The aims of the vocational examination of entrepreneurship

The aim of the examination is to demonstrate and to verify the competence and the skills in the field of agribusiness, specified by the corresponding standard (including competence and skills necessary for working in rural enterprises or farms – in agronomy, stock-raising, primary processing, storage and realization of agricultural products, forestry, etc.). Studies and work placement must be targeted to gain those skills and competencies.

Classification of the aims of the vocational examination of entrepreneurship

X	Learning about entrepreneurship
	Learning to become entrepreneurial (non-business focus)
X	Learning to become an entrepreneur (business focus)
	Other; please specify:

Description of the main contents of the examination

The final examination for obtaining the qualification "*Rural Entrepreneur*", as the final stage of completing the vocational education program, consists from two parts: theoretical part and practical part.

Theoretical part is the written examination consisting from the answers to questions and solving of exercises, accordingly to the standard of qualification.

In practical part of examination Commission in one or several practical (case) situations verifies the applicant's skills, acquirements and attitudes, having rapport to the standard of profession.

Description of the nature of the examination

The structure of the examination is described in the section above. This examination is a final stage in verification of professional competence and skills, acquired during the studies.

Characteristics and experiences of the examination

The Latvian national professional standard of qualification (profession) "Rural Entrepreneur" is elaborated by group of representatives from agribusiness sector, and educational institutions, by involving also experts-consultants from state institutions and non-governmental organization (Association of Agribusiness Firms). So, by opinion of these experts, the acquiring of skills and knowledge, stated in this standard, must be sufficient to start operations in agribusiness – both in position of farmer, or in position of manager of agribusiness.

No written material available about the surveys how applicants, that have obtained the mentioned qualification, feel themselves in real business environment.

SOURCES

- ❑ *Law on professional education*, approved by the Parliament (*Saeima*) of the Republic of Latvia on 10.06.1999; with later corrections.
- ❑ *Order of elaboration of professional standards*, Regulations No.131 (prot. Nr.13 10.§; 26.03.2002) of the Cabinet of Ministers of Republic of Latvia.
- ❑ *Standard of the profession "Rural Entrepreneur" ("Lauku īpašuma apsaimniekotājs")*, acquirable by completing the corresponding vocational education programs; standard approved on 08.09.2003 by the Regulations No. 424 of the Ministry of Education and Science of Republic of Latvia; Registration Number: PS 0195.
- ❑ *Regulations on the professional qualifications for obtaining of which it is necessary to pass through the centralised examinations of professional qualification*; Regulations No.383 (from 11.07.2000) of the Cabinet of Ministers of Republic of Latvia.
- ❑ *Order of Process of Centralized Professional Qualification Examinations*; Instruction No.11 (from 10.10.2002.) of the Ministry of Education and Science of Republic of Latvia.