



## CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT COURSES, SEMINARS AND TRAININGS

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## ABOUT US

International qualification and training center “IQTC” is an independent educational institution registered in Latvia. The center is an exclusive and an authorized training partner of the TÜV Rheinland Akademie in the Baltic States. The training center offers both legal entities and individuals various professional development courses, seminars and trainings for the further growth in the industrial and service sectors.

The “IQTC” is the educational institution of continuing education and the professional development, registered in the State Education Quality Service of the Republic of Latvia. The IQTC management system is certified in accordance with the international standards ISO 9001:2008 and OHSAS 18001:2007 as well as accredited according to the regulations of the Safety Certificate for Contractors (SCC).

The mission of the “IQTC” is to train professionals according to the European standards, by providing the in-depth theoretical knowledge combined with the practical skills in the real work environment. Thanks to our close cooperation with the foreign partners and the local companies, our training center has designed a unique practice-oriented system for the training of the future specialists. The study programs are based on the modular education system and are designed for the specialists with different professional backgrounds. The study modules are highly adaptable and can be easily adjusted to the individual needs and preferences.

The “IQTC” teachers are the prominent professionals in their sectors with a rich personal and pedagogical work experience. The pedagogical training of our teachers takes a place in the internationally acclaimed professional educational institution TÜV Rheinland Akademie in Germany, where the newest teaching methods and best practical work experience is acquired in cooperation with the specialists with various levels of professional qualification.

**In cooperation with the TÜV Rheinland Akademie the training center “IQTC” offers more than 12 000 different courses and seminars. With the support of our professors, we can design the study programs that suit the individual requirements of our clients.**



Irina Bausova  
Director of the training center  
“IQTC”

***“Tell me and I forget.  
Teach me and I may remember.  
Involve me and I learn.”***  
/Benjamin Franklin/

## COURSES, SEMINARS AND TRAININGS – STANDARD OFFER

The standard offer of the training center “IQTC” contains courses in such sectors as electrotechnics, welding, non-destructive testing, renewable energy, HSEQ management, project management and foreign languages.

### ELECTROTECHNICS

Nr.	COURSE TITLE	HOURS
1.	Electrical Safety for non-electrotechnical personnel (EuP)	16
2.	Electrician preparation (training for the beginners) (EFFT)	24
3.	Electrician preparation (basic training)	80
4.	Electrician	640
5.	Operating on cable lines with the voltage under 1kV	40
6.	Operating on cable lines with the voltage under 35kV	40
7.	Access course of electrical equipment functional switching and operation up to 30 kV	32
8.	Access course of electrical equipment functional switching and operation up to 110 kV	32
9.	Measuring and testing of electrical devices	16
10.	Work under active voltage	24

### WELDING

Nr.	COURSE TITLE	HOURS
1.	Welding process training course involving welding simulator SOLDAMATIC	20
2.	Welding process training course involving welding simulator SOLDAMATIC	40
3.	Shielded metal arc (MMA) welding process	480
4.	Metal active gas arc (MAG) welding process	480
5.	Tungsten inert gas (TIG) welding process	480
6.	Welding supervisor (TÜV)	80
7.	Modular training of electric arc welding process. Welder certification according to EN ISO 9606-1:2013	from 16
8.	Theoretical preparatory course for the acquisition of the specialty “International welding specialist (TÜV)”	80
9.	International welding specialist (TÜV)	248
10.	Corrosion protection and surface treatment (FROSIO)	40
11.	Corrosion protection and surface treatment inspector (FROSIO)	80

\* TÜV (Technischer Überwachungsverein) - Technical Inspection Association in Germany

## NON-DESTRUCTIVE TESTING

Nr.	COURSE TITLE	HOURS
1.	Magnetic-particle testing method (MT)	40
2.	Penetrant testing method (PT)	40
3.	Visual testing method (VT)	40

## RENEWABLE ENERGY

Nr.	COURSE TITLE	HOURS
1.	Inspection, repair and maintenance of wind turbine rotor blades	174
2.	Inspection, repair and maintenance of wind turbine	160

## HSEQ MANAGEMENT

Nr.	COURSE TITLE	HOURS
1.	Safety, Health and Environment according to 017 SCC (Safety Certificate for Contractors) standards (training for managers)	24
2.	Safety, Health and Environment according to 018 SCC (Safety Certificate for Contractors) standards (training for operative employees)	24
3.	Basics of quality management system according to standard ISO 9001:2015	8
4.	Quality management specialist (TÜV)	32
5.	Quality manager (TÜV) module 1	32
6.	Quality manager (TÜV) module 2	32
7.	Quality management system manager (TÜV) module 1	32
8.	Quality management system manager (TÜV) module 2	32
9.	Quality management system manager (TÜV). Preparation for the PersCert exam	8
10.	Quality auditor (TÜV)	40

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## PROJECT MANAGEMENT

Nr.	COURSE TITLE	HOURS
1.	Methods and tools of project management	40

## FOREIGN LANGUAGES

Nr.	COURSE TITLE	HOURS
1.	English language beginner level (A0 - A1.1)	60
2.	English language elementary level (A1.2 - A2)	60
3.	English language pre-intermediate level (A2-B1.1)	60
4.	English language intermediate level (B1)	60
5.	English language upper intermediate level (B2)	60
6.	Business English language pre-intermediate level (B1)	60
7.	Business English language upper intermediate level (B2 - C1)	60
8.	German language beginner level (A0 - A1.1)	60
9.	German language elementary level(A1.2 - A2)	60
10.	German language intermediate level (B1)	60

## COURSES, SEMINARS AND TRAININGS – SPECIAL OFFER

In the special offer of the training center “IQTC” you can find courses and seminars that are oriented on acquiring new knowledge about the management in different sectors in accordance with the most sought-after interdisciplinary programs. The seminars have an explicitly practical nature. The study topics are viewed in the context of the so-called “case study” that provides the course participants with an opportunity to acquire practical techniques in company management, as well as to use the gained recommendations in order to increase the value of their company.

## PROJECT MANAGEMENT, MANAGEMENT, MARKETING AND SALES

Courses and seminars are intended for company owners, top, middle level and first line managers, marketing and sales managers, project managers and direct executors.

Nr.	COURSE TITLE	HOURS
1.	Project management methods and tools	60
2.	Professional methods for the project management	40
3.	Program and portfolio management	40
4.	Gain and loss analysis	8-16
5.	Balanced scorecard system – a tool to implement the strategic agenda and reach the aims and/or operative company management	8-16
6.	Considerable improvement of the activity efficiency – practical tools (TQM - Total Quality Management, Scrum, Kanban reengineering of the business processes)	8-16
7.	Marketing without investments (Guerilla marketing, partnership marketing, PR)	8-16
8.	Designing the organization's joint vision and development strategy – creative approach (lateral thinking)	16
9.	Two approaches to the profitability: to earn or to save	8-16
10.	Evaluation of the investment projects	8-16

11.	Determined management – assistance to the direct executors in plan compositions	8-16
12.	The advertisement is dead, long live the marketing! Marketing as the competitiveness advantage	16-40
13.	Marketing as a main precondition for the survival in the market that is in the stagnation phase	16-40
14.	Mutually beneficial marketing (relationship marketing)	8-16
15.	Time management, planning and rationing	8-16
16.	Activity efficiency evaluation of the sales department, other departments and the company	8-16
17.	Optimization of the manufacturing processes by introducing and applying the risk management methods. Introduction to the risk management	16
18.	Risk identification and formulation	16
19.	Risk analysis and development of risk mitigation strategy	16
20.	Development, introduction and monitoring of risk mitigation actions	16
21.	Company's production management according to COSO ERM (Enterprise risk management framework)	16

## ENVIRONMENTAL MANAGEMENT

The courses and seminars are meant for the specialists of the company's environmental management, who require knowledge and skills about the introduction and maintenance of the environmental management system in the context of the company according to the ISO 14001 standard. These courses and seminars will also be useful for the sales representatives, marketing specialists, purchasers, specialists who are responsible for managing the chemical substances, safety data sheets, individuals liable to make payment for the natural resource tax (NRT), as well as packaging and goods that are harmful for the environment, specialists who make NRT calculations.

Nr.	COURSE TITLE	HOURS
1.	Environmental management system (EMS) according to the ISO 14001 standard – short-ened course	16
2.	Environmental management system (EMS) according to the ISO 14001 standard – in-depth course involving practical tasks, worksheet examples etc.	32
3.	Eco-labelling, its types, recognition and implementation. The aspects of eco-labelling in the context of green purchasing and the management of the supply chain	6
4.	Management of chemical substances and products (classification, labelling, safety data sheets)	24
5.	Natural resource tax, its fixation to the packaging, disposable dishes and accessories, goods that are harmful to the environment (electric and electronic devices, batteries and accumulators, oil and oil filters, outworn vehicles etc.)	4
6.	Eco-design/sustainable design/ Environmental requirements and product design and product design possibilities. Product-service systems.	6
7.	Evaluation and analysis of the life cycle	16
8.	Environmental legislation in Latvia	4
9.	Eco-mapping	4
10.	Eco-labelling scheme "Green Key"	8

## FINANCIAL MANAGEMENT

The aim of the seminars is to improve the knowledge of business finances of the operational managers, financiers, chief-accountants, structural unit managers and project managers, and to ensure the development of their professional competence and competitiveness in the labor market.

<b>Nr.</b>	<b>COURSE TITLE</b>	<b>HOURS</b>
1.	Eco-labelling scheme “Green Key”	4-16
2.	Composition, analysis and adjustment of the company’ s financial budget in order to eliminate financial and entrepreneurial risks	8-32
3.	Working capital (circulation capital) management	4-16
4.	Analysis and interpreting of the financial reports	4-16
5.	Company (business) value and its estimation	16-40
6.	Management of company’s money assets (capital)	8-16
7.	Evaluation of the company’s long-term investment projects	4-8
8.	Displaying of the company’s acquisition (incorporation) in the financial reports	4
9.	Company’s free money flow and its analysis	4

## LEAN SIX SIGMA

These courses and seminars are designed for the quality managers, project managers, process managers and business development managers. The courses are available only in English.

<b>Nr.</b>	<b>COURSE TITLE</b>	<b>HOURS</b>
1.	Lean Six Sigma Yellow Belt	16
2.	Lean Six Sigma Green Belt	56
3.	Lean Six Sigma Black Belt (Entrance requirement: Green Belt)	96
4.	Lean Management Basics	8
5.	Value Stream Mapping	16
6.	Project Management Basics	8
7.	Process capability / Proof of capability for inspection processes	16-24

You can apply to the courses by calling  
**+371 66 154 330** or **+371 27 007 651**,  
by sending an e-mail **info@iqtc-riga.eu** or  
by filling an electronic application form on our website **www.iqtc-riga.eu**  
in the section „Courses at a Glance” – “Registration”.





**We welcome everyone who is interested in professional growth,  
wish to become international specialist and take the leading  
positions in the labor market.**

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