

1. Title of the certificate ¹

**Πτυχίο Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης επιπέδου 5 (τάξη μαθητείας):
Υπάλληλος Διοίκησης και Οικονομικών Υπηρεσιών**

2. Translated title of the certificate ²

**Vocational Upper Secondary School Degree, Post-secondary Cycle (apprenticeship year), level 5:
Administrative and Financial Services Employee**

3. Profile of skills and competences

Learning Outcomes (Knowledge, Skills and Competences). A typical holder of this degree/qualification is able to:

- Operate under the guidance of senior executives of the company/organisation for the allocation of work in the different departments of the company/organisation and the organisation and programming of the work and participates with proposals in decision making.
- Closely follow the progress of the work of the company/organisation, identify deviations from the programming and suggest remedial measures where necessary.
- Perform complex accounting work and general account and cost accounting entries.
- Analyse the information in financial statements (balance sheet, profit and loss account, cash flow statement) and creates useful reports for senior management levels.
- Run computer software necessary for the operation of the company/organisation such as accounting applications, supplies and customer applications.
- Conduct bank transactions, orders, payments and other transactions with tax, insurance and other organisations.
- Carry out costing, product/service profitability and competition investigation tasks.
- Support the company's commercial management procedures (payroll, income/expenses, asset valuation, and warehouse management).
- Prepare presentations about the company/organisation.
- Take part in promotion and communication actions of the company/organisation (advertisements, sales promotions, marketing, personal sales and public relations).

4. Range of occupations accessible to the holder of the certificate ³

The holder of this certificate can be self-employed or be employed in the private sector and in services and offices of the public sector relating to administration and finance. More specifically, an "Administrative and Financial Services Employee" can be employed in industry and in companies (in finance, accounting, marketing, sales, personnel or management offices or departments). In the state sector, an "Administrative and Financial Services Employee" can be employed in central or peripheral services and offices or in local government.

Further information for occupational rights https://www.eoppep.gr/index.php/el/work-rights/epaggelmatika_dikaiomata

¹ In the original language. | ² If applicable. This translation has no legal status. | ³ If applicable.

5. Official basis of the certificate

Body awarding the certificate

E.O.P.P.E.P.
National Organisation for the Certification of Qualifications and Vocational Guidance
Ethnikis Antistaseos 41 Avenue, 142 34 N. Ionia
<https://www.eoppep.gr>

Authority providing accreditation / recognition of the certificate

E.O.P.P.E.P.
National Organisation for the Certification of Qualification and Vocational Guidance
Ethnikis Antistaseos 41 Avenue, 142 34 N. Ionia
<https://www.eoppep.gr>

Level of the certificate (national or European) ¹

Level 5 National and European Qualifications Framework

Grading scale / Pass requirements

Successful completion of final certification exams:
•theoretical part (rating scale: 1-20, passing grade: 10)
•practical part (pass / fail)

Access to next level of education / training ¹

Yes, via examination held by HIEs

International agreements on recognition of qualifications¹

No

Legal basis

- Law 4763/2020 on National System of Vocational Education, Training and Lifelong Learning.
- Law 4186/2013 (Government Gazette 193/Issue A/17-09-2013). "Restructuring Secondary Education and Other Provisions", as amended and currently in force.
- Ministerial Decision Φ2/113675/Δ4, (Government Gazette 3834/Issue B/16-07-2018). Curriculum for the Specialization "Administrative and Financial Services Employee" for the "Post-secondary year - apprenticeship class".
- Ministerial Decision Φ2/3367/Δ4, (Government Gazette 730/Issue B/09-03-2017). Curriculum for the Specialization "Administrative and Financial Services Employee" for the "Post-secondary year - apprenticeship class".

6. Officially recognised ways of acquiring the certificate

Graduates are granted a Vocational Upper Secondary School Degree, Post-secondary Cycle (apprenticeship year), level 5, following successful completion of the certification procedures

Description of vocational education and training	Percentage of total programme (%)	Duration (hours/weeks/months/years)
School/training centre-based	20 %	7hours per week
Workplace-based	80%	28 hours per week
Total duration of the education / training leading to the certificate		9 months

7. Additional information

Entry requirements

1) a vocational lyceum certificate and degree or earlier equivalent qualifications or 2) a general lyceum certificate and vocational lyceum degree or earlier equivalent qualifications or 3) a Comprehensive Special Vocational Gymnasium-Lyceum certificate and degree.

More information

National Qualifications Framework : <https://nqf.gov.gr/> and <https://proson.eoppep.gr/en>

National Europass Centre: **EL/NEC - E.O.P.P.E.P.** National Organisation for the Certification of Qualifications and Vocational Guidance, Ethnikis Antistaseos 41 Avenue, 142 34 N. Ionia, Greece. T.+30 2102709000
europass@eoppep.gr <http://europass.eoppep.gr> www.eoppep.gr

¹ If applicable.