

1. Title of the certificate ¹

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:
ΒΙΒΛΙΟΔΕΤΗΣ**

2. Translated title of the certificate ²

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K.:
BOOKBINDER**

3. Profile of skills and competences

LEARNING OUTCOMES (KNOWLEDGE, SKILLS, COMPETENCES). A typical holder of the certificate is able to:

KNOWLEDGE

- List and describe the tools, the materials, and the equipment necessary to implement artistic and industrial binding.
- Accurately describe the implementation stages for all types of binding.
- Identify the types of books and binding and accurately describes them.
- Identify the arrangement of the binding machines and facilities and describe the use thereof in all types of production.
- List the stages for preserving worn covers and inside pages for old and new books.
- State the history of the book and binding until today and note the milestones and the change in form in the course of history.
- List the equipment used in the photo-reproduction laboratory and identify the procedure for lithography and editing (assembly of film for the construction of the printing plate).
- Describe the theory of colour and its application on graphic arts.
- Recognize all known methods of printing and name the production stages and special closures related to the stage of bookbinding.
- Know basic chemical elements, which are associated with the binding materials.
- List the tools, files and computer software to create digital files intended for printing forms.
- Identify the EU policy and Greek legislation about the rules of health and safety at work with regards to bookbinding.

SKILLS

- Fold, based on specifications, any printed document with accuracy.
- Handle effectively the tools, the materials, and the equipment necessary for artistic bookbinding.
- Be familiarised with the operation of the machines used in industrial bookbinding and monitors the entire stage of the bookbinding production.
- Evaluate the various orders and organise the type of bookbinding to be applied.
- Evaluate in old bookbinding solutions for improving or rebinding the book and organize the order of works.
- Check for the proper binding of the typographic sheets into a book body and the gluing quality of the cover, in order to conduct the necessary quality control prior delivering the books to the customer.
- Be familiarised with the application of health and safety measures at the work area, including the environmental policy in relation to recycling and the protection of the environment.
- Record the productions stages in an order form and establish a basic pricelist of services for the bookbinding procedure.

COMPETENCES

- Follow instructions by the production manager about the performance of his/her duties, understand how to implement them and ensure compliance with the timetables set.
- Undertake independently the bookbinding of books and be responsible for completing his/her works.
- Collaborate with persons of other specialties, such as lithographers, typographers, transporters, suppliers, etc., who are necessary for the production of bookbinding.

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

The holder of this specialisation certificate may work in the field of Book Binding as a Technician and perform the following professional operations: Artistic Bookbinding - Industrial Bookbinding. The Vocational Training Diploma is recognized as a qualification for appointment in the public sector falling in the category S.E. (Secondary Education) according to the Presidential Decree no.50/2001 (Greek Official Gazette 39/Vol.A/5-3-2001).

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/>

Level of the certificate (national or European) ¹

Level 5 National and European Qualifications Framework

Access to next level of education / training ¹

Yes

Legal basis

Law 2009/1992 on the National System of Vocational Education and Training
Law 4186/2013 on the Restructure of Secondary Education
Law 4763/2020 on National System of Vocational Education, Training and Lifelong Learning

Authority providing accreditation / recognition of 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
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Grading scale / Pass requirements

a) acquisition of the Vocational Training Certificate (V.E.K.) after successful completion of study at the Vocational Training Institute (I.E.K.)
b) acquisition of the Vocational Training Diploma after:
1. success in the theoretical part of Initial Vocational Training certification examinations (Grading scale = 1-20, Pass = 10) and
2. success in the practical part of the Initial Vocational Training certification examinations (Pass/Fail)

International agreements on recognition of qualifications¹

No

6. Officially recognised ways of acquiring the certificate

Total duration of the education / training leading to the certificate
Success in the the Initial Vocational Training certification examinations
4 semesters (until law 4186/2013) / 5 semesters (after law 4186/2013)

7. Additional information

Entry requirements ¹

Certificate of Upper Secondary School. Qualification of Level 4 (NQF/EQF) // Certificate Vocational Training School (SEK) – Qualification of Level 3 (NQF/EQF)
Following the voting of L. 4763/2020, only by an Upper Secondary Education certificate or an equivalent title of studies (Qualification of Level 4 NQF/EQF)

Indicative subjects taught:

Document production technology, Communication technique and entrepreneurship, History of books - bookbinding, Drawing - Colour, Bookbinding materials, Artistic bookbinding, Equipment for artistic bookbinding, Electronic document processing, Industrial bookbinding, Occupational health and safety, Elements of book preservation, Environmental policy, Special bookbinding creations, Costing principles, English - French, Computer use.

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.0030 2102709000 europass@eoppep.gr
<http://europass.eoppep.gr> www.eoppep.gr

¹ If applicable.