

1. Title of the certificate ¹

Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.: ΔΙΟΙΚΗΤΙΚΟ ΣΤΕΛΕΧΟΣ ΑΘΛΗΤΙΣΜΟΥ

2. Translated title of the certificate ²

Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K.: ADMINISTRATIVE EXECUTIVE IN SPORT SECTOR

3. Profile of skills and competences

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

KNOWLEDGE

- Formulate basic concepts of computer operating systems.
- Formulate basic concepts of economic theory, social psychology, sports and commercial law.
- Recognise the management scale of sports at a national and international level.
- List at least five (5) groups of professionals involved in the execution of a sports project.
- Formulate the basic principles of physical training, the methodologies for coaching, the research and sports psychology methods.
- Clarify terms from the vocabulary of sports terminology.
- Discern at least two (2) applications of ergometric evaluation and statistical analysis.
- Describe the basic principles of human resources management.
- Discern the differences at the levels of sports management in our country (school, competitive, mass, professional sports, etc.).

SKILLS

- Prepare budgets, project time schedules and maintain the relevant financial data during the project's progress.
- Agree on the fees of the professionals and bodies involved.
- Organise programmes for the preparation and participation in competitive activities.
- Manage sports events at amateur and professional level.
- Analyse and evaluate the results of statistical or ergometric research.
- Effectively communicate ideas for development, scheduling and expectations, in written form to organisations, associates and/or funding bodies.
- Analyse the cost and the procedures necessary for the completion of a project.
- Negotiate financial details (fees, cost, revenue) with regard to the execution of a project.
- Secure the relevant revenue from sport events (participations, tickets, TV royalties, etc.).
- Handle with comfort applications related to the use of the computer.

COMPETENCES

- Operate based on the code of ethics of his/her profession.
- Act in agreement with the policies and procedures of the organisation employing him/her.
- Operate equally effectively regardless of the type of the project or event (gym, community championship, Olympic Games).
- Be responsible for the issuing of financial and administrative decisions.
- Understand his/her role and the responsibility of collaborating with athletes, coaches, the staff, etc.
- Collaborate effectively as a member of a team.
- Take the initiative, when and where required, with the purpose of solving any problems that may come up.
- Stay constantly up-to-date about the financial and technological developments in his/her field.

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

The holder of this diploma can be occupied as administration executive in the sports sector, as assistant sports manager in the recreation and athletics sector (sports associations, private gyms, tourist enterprises and hotels, private and public sports camps and sports federations) and as salesperson of sports services and equipment in private enterprises as well as in sports marketing and advertising. 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:

Physical Education and Athletics, Basic Principles of Economics, Management, Sociology, Personnel Administration, Accountancy, Sports Organisation and Administration, Social Psychology, Athletic Enterprises Organisation and Administration, Research Methodology, Economy and Sports, Athletic Psychology, Athletic Law, Athletic Organisations Organisation and Administration, Athletic Marketing, Statistics, History of Sports, Organisation of Athletic Events, English, Computing.

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.