

### 1. Title of the certificate <sup>1</sup>

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:  
ΔΙΟΙΚΗΤΙΚΟ ΚΑΙ ΟΙΚΟΝΟΜΙΚΟ ΣΤΕΛΕΧΟΣ ΕΠΙΧΕΙΡΗΣΕΩΝ**

### 2. Translated title of the certificate <sup>2</sup>

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K.:  
ADMINISTRATIVE AND FINANCIAL BUSINESS EXECUTIVE**

### 3. Profile of skills and competences

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

#### KNOWLEDGE

- Describe in an integrated way the concepts of Business Organisation and Management, Accounting and Marketing.
- Identify the clauses of the Greek tax code for financial transaction mapping, the Greek General Chart of Accounts, and the Greek Accounting Standards.
- Discern the basic principles and concepts of the Private, Public and Commercial law.
- Interpret and compare information from statistical tables and charts, following the principles of Statistics.
- Identify the concept of and the stages for managing incoming and outgoing mail.
- Describe concepts concerning the application of Public Relations, Communication, and Marketing.
- Identify the financial and administrative terminology in Greek and in English.
- Identify the types of financial and accounting statements and reports.

#### SKILLS

- Archive and classify files, documents, vouchers, accounting and financial statements in digital and/or printed form.
- Produce tables, charts, graphical representations and reports using the available data, in accordance with the requirements of each organisation department.
- Solve non-specialised problems regarding administrative and financial issues.
- Reply to digital and/or printed organisation mail, following the principles on customer service and complaint management.
- Fully operate all office equipment and the IT systems for Text Editing, for Spreadsheets, for Databases, for Email, and the Accounting IT systems.
- Prepare proposals and offers for collaboration with customers and suppliers under supervision by the person responsible.

#### COMPETENCES

- Act based on the professional ethics.
- Operate in accordance with the principles, procedures, policies and culture of the organisation employing him/her.
- Work autonomously, undertaking the responsibility for the best possible servicing of the organisation's customers.
- Work with sufficiency and responsibility, while observing tight schedules.
- Take directions and collaborates effectively with all departments in the organisation in the field of group projects, in order to achieve the objectives of the organisation.
- Positively treat and collaborate with customers, suppliers, the State, entrepreneurs and professionals.

### 4. Range of occupations accessible to the holder of the certificate <sup>3</sup>

The holder of this certificate can be employed in administration and finance departments and directions, in the private or public sector.

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).

<sup>1</sup> In the original language. | <sup>2</sup> If applicable. This translation has no legal status. | <sup>3</sup> 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) <sup>1</sup>

Level 5 National and European Qualifications Framework

### Access to next level of education / training <sup>1</sup>

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  
<https://www.eoppep.gr/>

### 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 qualifications<sup>1</sup>

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 <sup>1</sup>

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:

General Accountancy I & II, Law I & II, Financial Mathematics I & II, Statistics I & II, Business Administration I & II, Secretarial Practice I, II & III, Transactions, Tax Practice, Business Accountancy, Tax Accountancy – Applications, Applications of General Accountancy and Income – Expenses (PC), Modern Office Environment, Applications of Trade Management and Payroll (PC), Cost Accounting, Public Relations, Money – Banks – Elements of Banking Technique, Finance Administration, Word processing, Personnel Administration, Marketing, Tallies (Spreadsheets – PC), 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](mailto:europass@eoppep.gr)  
<http://europass.eoppep.gr> [www.eoppep.gr](http://www.eoppep.gr)

<sup>1</sup> If applicable.