

1. Title of the certificate ¹

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:
ΕΙΔΙΚΟΣ ΜΗΧΑΝΟΓΡΑΦΗΜΕΝΟΥ ΛΟΓΙΣΤΗΡΙΟΥ**

2. Translated title of the certificate ²

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

3. Profile of skills and competences

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

KNOWLEDGE

- Identify the concept and types of commercial correspondence.
- Describe concepts related to the Organisation and Management of Businesses, Accounting, and Finance.
- Describe 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.
- Compare the concepts and the specifications of companies depending on the legal statute thereof.
- Describe concepts of Public Relations and Marketing.
- Interpret information from statistical tables and charts, following the principles of Statistics.

SKILLS

- Archive and classify files, documents, vouchers, accounting and financial statements in digital and/or printed form.
- Fully operate all office equipment, IT systems for Text Editing, for Spreadsheets, for Databases, for Email, and for the Internet.
- Produce tables and charts using the available data of the business, in accordance with the requirements of each department.
- Keep suitable Accounting Books and Records, depending on the legal form and respective criteria of each business.
- Fully operate the IT Accounting Systems.
- Prepare reports from different types of Financial and Accounting Statements, according to the different information provided.
- Prepare tax and other statement for natural person and legal entities to be filed with the State.
- Deal with accounting and tax-related errors.
- Solve non-specialised problems regarding administrative and financial issues.

COMPETENCES

- Act based on the ethics of the profession of Accountant - Tax Technician.
- Operate in accordance with the principles, procedures, policies and culture of the organisation employing him/her.
- Take directions and collaborate effectively with all departments in the business in the field of group projects, in order to achieve the purposes and objectives of the business.
- Work independently by taking responsibility for completing his/her work and for the proper execution of his/her work.
- Work with sufficiency and responsibility, while observing tight schedules.
- Positively treat and collaborate with customers, suppliers, the State, entrepreneurs and specialised professionals.

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

The holder of this diploma can be employed in computerised accounting departments of finance units in the public or private sector.

The Vocational Training Diploma is recognised 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
<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 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:

General Accountancy I & II, Law I & II, Financial Mathematics I & II, Statistics I & II, Principles of Business Management I & II, Transactions Technique, Tax Practice, Business Accountancy, Cost Accountancy I & II, Tax Accountancy and Applications I & II, Computerised Accountancy I & II, Accountancy Applications, Word processing, Account sheets (Spreadsheets), 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.