

1. Title of the certificate ¹

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

2. Translated title of the certificate ²

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

3. Profile of skills and competences

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

KNOWLEDGE

- Recognise the English maritime terminology both in writing and orally, as the main language of shipping.
- Understand the maritime and ship building terminology, the types and the properties of fuel and lubricants.
- Understand the operation of global commerce and its relation to shipping.
- Understand the theories of maritime economy, the operation of the maritime market and of the shipping business cycles.
- Describe the organization and operation of the various types of ports, the types of cargo, the specificities thereof, the means for loading and unloading, and the conditions for transporting them.
- Understand the operation of the Maritime Industry, the institutions the international organisations, the role of the states and port authorities, the international and national regulations, the international conventions and codes, with regard to commerce and shipping.
- Understand the method of administrative structuring, organisation and operation of vessels and maritime companies.
- Describe the types of insurance in shipping, and understand the relevant legislation.
- Describe the method of organisation and operation of a shipping agency.
- Identify the commercial exploitation of the vessel, the methods of chartering, the relevant international legislation, and the specific issues related to the transport of cargo.
- Describe the methods of financing in shipping and the principles of accounting and maritime accounting.

SKILLS

- Monitor the trends of international commerce and the practices thereof in transport services, in exchange rates, in commercial flows, along with the practices and regulations for customs clearance.
- Use INCOTERMS.
- Monitor the maritime markets and the phases of the maritime economy.
- Match the types of fuel and lubricants to engines and machinery of the vessel, depending on specifications.
- Schedule and organise the loading and unloading, along with the transport of the various types of cargo.
- Monitor the revisions of the existing shipping legislation and stays up to date for the framework related to the introduction of new shipping rules and conventions.
- Prepare flow charts for vessels, maritime, port and ship repair operations, by describing the duties and specifying the work posts.
- Select the suitable insurance type, understanding the legal risks created by an improper decision with regard to issues of maritime insurance.
- Organise a maritime office, meeting rooms, a work post, and a storage room for office supplies.
- Select the type of chartering and the cargos, by specifying the amount of the freight, performing negotiations, issuing charter-parties, monitoring the transport of the cargo, and by preparing final reports.
- Prepare accounting documents by making accounting entries.
- Communicate in writing and orally in English, using the shipping terms, and the maritime and ship-construction terminology.

COMPETENCES

- Collaborate with others, inside and outside the maritime business.
- Perform with diligence works related to the proper operation of the maritime agency, including maritime works related to the financial operation, and procurements of materials of maintenance materials, fuel, supplies for a vessel, while taking into consideration the trends of international commerce.
- Manage autonomously or under supervision the transport of cargo and the insurance of vessels or cargo.

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

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

The holder of the Diploma of this specialization can be occupied in naval, sea tourist and export trade agencies, in shipping insurance companies, in shipping companies, ship yards, refineries, banks and organisations.

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).

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

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Level of the certificate (national or European) ¹

Level 5 National and European Qualifications Framework

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)

Access to next level of education / training ¹

Yes

International agreements on recognition of qualifications ¹

No

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

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:

Technique of Shipping Operations, International Commercial Relations, Marine Environment Protection, Legal Principles, Fuel Technology, Shipping Economy and Policy, Naval Law, Passenger Shipping, Marine Law, Chartering - Transactions, Shipping Companies Organisation and Administration, Shipping Insurance, Shipping Accountancy, Office Organisation – Depot Organisation – File Management, Thesis, English, French, TELEX - 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.