

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

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

### 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.:  
INSURANCE SPECIALIST**

### 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 concepts about Insurance Legislation and Law, Mathematics and the Possibility Theory.
- Identify the concepts and the characteristics of the insurance contracts depending on their types and form (e.g. life insurances, property insurances, and personal / group insurance policies).
- Sufficiently analyse the differences between the key insurance concepts and provisions, depending on the form thereof.
- Reproduce key concepts of the accounting and financial science.
- Present the key marketing and sales promotion principles.
- Analyse the principles for setting up a sales network in the insurance industry.

#### SKILLS

- Evaluate questions for the risks covered by the insurance company.
- Evaluate and settle Losses - Indemnities depending on the type and covers of a policy.
- Handle conversions / cancellations of personal and/or group insurance policies in agreement with their terms.
- Fully operate all office equipment, IT systems for Text Editing, for Spreadsheets, for Databases, for Email, and for the Internet.
- Easily analyse insurance programmes with the purpose of selling them.

#### COMPETENCES

- Act based on the professional ethics.
- 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.
- Take initiatives within the context of promoting insurance products for the organisation.
- Treat positively and collaborate with customers, associates, and specialized professionals of the industry.

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

The holder of this Diploma can be employed in insurance companies.

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:

Introduction to Insurance, Mathematics, Financial Mathematics, General Law Principles, General Accountancy, Probabilities Theory, Damage Insurances I, II & III, Economy Principles, Insurance Legislation & Law, Company Law, Marketing I & II, Actuarial Mathematic, Statistics, Investment Analysis, Personal Insurance, Underwriting, Reinsurance, Organisation & Administration of Insurance Companies, Insurances Sale, 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.