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

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**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:  
ΓΡΑΜΜΑΤΕΑΣ ΝΟΜΙΚΩΝ ΕΠΑΓΓΕΛΜΑΤΩΝ**

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

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**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K.:  
SECRETARY OF LEGAL PROFESSIONS**

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**3. Profile of skills and competences**

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

**KNOWLEDGE**

- Identify the concept of and the stages for managing incoming and outgoing mail.
- Identify the legal and administrative terminology in Greek and in English, in documents and letters.
- Describe in a complete manner concepts related to the Organisation and Management of Businesses, Accounting, and Finance.
- Identify the distinction between the principles and concepts of the Private, Public and Commercial law.
- Discern the concepts and the specifications of companies depending on the legal form thereof.
- Specify concepts of Public Relations.

**SKILLS**

- Evaluate, forward and reply to electronic and printed mail for the business (e.g. letters, reports, requests, certificates, memos, questionnaires, etc.).
- Archive and classify files and/or documents 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.
- Solve non-specialised problems regarding administrative and procedural issues.
- Organise trips, meetings, and conferences of employees.

**COMPETENCES**

- Operate in accordance with the ethics of the profession, as well as with the principles, the procedures, the policies, and the culture of the organisation employing him/her.
- Take directions and collaborates effectively with all departments in the business in the field of group projects, in order to achieve the purposes and objectives of the business.
- Treat and collaborate with clients and associates in a positive way.

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

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The holder of this diploma can be employed in legal and notary offices, in legal companies and marshal offices. 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).

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<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:

Law, Typing, English Law Terminology - Correspondence, General Accountancy, Financial Mathematics, Principles of Political Economy, Secretarial Practice, Word-processing, Spreadsheets, Public Relations, Modern Office Environment, Ethics, 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.