

1. Title of the certificate ¹

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

2. Translated title of the certificate ²

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

3. Profile of skills and competences

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 financial and administrative terminology in Greek and in English.
- Describe in a complete manner concepts related to the Organisation and Management of Businesses, Accounting, and Finance.
- Describe 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 concerning the application of Public Relations, Communication, and Marketing.
- Interpret information from statistical tables and charts, following the principles of Statistics.

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.
- Produce tables and charts using the available data of the business, in accordance with the requirements of each department.
- Evaluate the data coming from the different types of financial statements, balance sheets and general ledgers, in order to provide information to the company employees.
- Solve non-specialised problems regarding administrative and financial issues.
- Organise trips, meetings, conferences and interviews for senior executives.

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.
- 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.
- Treat positively and collaborates with external bodies dealing with the business.

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

The holder of this diploma can provide the secretarial support in a company, industry, institution or organization. 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.

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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
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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:

Law I & II, General Accountancy I & II, Financial Mathematics I & II, Statistics I & II, Typing I & II, Financial & Administrative English Terminology & Correspondence I, II, III & IV, Principles of Business Administration I, II & III, Principles of Political Economy, Computing, International Commercial Relations, Secretariat Practice, Word-processing, Spread sheets, Databases, Modern Office Environment, Administrative Secretariat, Public Relations & Marketing, Work Ethics, Tax Legislation.

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.