

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

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:  
ΚΤΗΜΑΤΟΜΕΣΙΤΗΣ – ΔΙΑΧΕΙΡΙΣΤΗΣ ΑΚΙΝΗΤΗΣ ΠΕΡΙΟΥΣΙΑΣ**

### 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.:  
REAL ESTATE – PROPERTY MANAGEMENT AGENT**

### 3. Profile of skills and competences

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

#### KNOWLEDGE

- Describe the concept and the types of Real Estate, civil law, construction law and constructions.
- Describe in a comprehensive manner concepts related to the management and financial operation and evaluation of real property for private parties, organisations and/or businesses.
- Reproduce basic principles and concepts of Law, while identifying the distinction of the principles and concepts of Property Law, sociology, and urban planning.
- Discern the concepts and the characteristics of the property market and of its trends.
- Specify the different types for the application of Public Relations, Marketing and Sales in the operation of a real estate agency / firm.
- State the technical terminology of the real estate branch in Greek and in English.
- Analyse the basic details of the census and statistical surveys.

#### SKILLS

- Undertake the representation of buyers and sellers.
- Survey and inspect real property.
- Evaluate the opportunities available both for the buyer and for the seller of real property.
- Fully operate all office equipment and IT systems for text editing, spreadsheets, databases, email, and the internet.
- Apply negotiating and sale techniques.

#### 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 the initiative within the context of promoting opportunities to his/her clients.
- Positively treat and collaborate with customers, associates and specialised professionals.

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

The holder of the Diploma of this specialization can work as a self-employed real estate agent, as an executive in organisations and businesses dealing with real property (land trusts management companies, real property investment companies, Public Real Estate Corporations, Tourist Property Corporations etc) as well as a special advisor on real property issues in asset-intensive companies, construction companies etc. Moreover, the holder of this diploma can occupy administrative posts in the Public 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).

<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:

Principles of Organisation and Management, General Logistics-Taxes, Law I & II, Financial Mathematics, Introduction to Brokerage, Cooperation among Stakeholders, Financial Management, Techniques for Transactions, General Building Regulation, Building, Sales Management and Planning, Advertising and Advertising Media, Geometry - Line Drawing, Public Relations, Elements of Urban Planning, Real Estate Estimation, Consumer Behaviour, Case Studies, Negotiation Techniques, Contemporary Office Environment, Business Communication, Statistics, Brokerage Services Marketing, Property Inspection, Communication Technique - Entrepreneurship, English, PC Use

### 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.