

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

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:  
ΟΡΓΑΝΩΤΙΚΟΣ ΣΥΝΤΟΝΙΣΤΗΣ ΠΑΡΑΓΩΓΗΣ (ΠΑΡΑΓΩΓΟΣ)**

### 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.:  
PROGRAMME PRODUCER**

### 3. Profile of skills and competences

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

#### KNOWLEDGE

- Formulate basic concepts of economic theory, intellectual property, labour and commercial law.
- Recognise the stages for writing and reading all types of scenarios.
- List at least ten (10) groups of professionals involved in the productive procedure of an audiovisual work.
- Clarify terms from a vocabulary of specialized terminology (communication media).
- Formulate basic principles of directing, including the methodology applied by the director.
- Discern at least two (2) video processing software applications.
- Separate the types of transitioning / mixing from frame to frame.
- Formulate basic sound recording and processing principles.
- Discern the differences in the various cinema, TV and new media formats.
- Formulate basic concepts of computer (Windows and Mac OS) operating systems.

#### SKILLS

- Draft a budget for resources and expenses, a time schedule for each production stage and maintain the respective financial data during the progress of production.
- Agree on the fees of the professionals and bodies involved.
- Organise the preparation and shooting of a production.
- Manage the production of various types, such as documentaries, fiction, short films, interviews, advertisements, etc. at a professional level.
- Control the wide range of procedures for recording and processing video / audio and visual / audio effects using all equipment he/she makes sure that is available.
- Effectively communicate the ideas, the script, and the expectations of production in written form, to associates, financing bodies and/or customers.
- Attend to the distribution of production, procuring the respective revenue.
- Comfortably operate spreadsheet applications (Ms Excel, Mac Numbers).

#### COMPETENCES

- Follow the code of ethics of his/her profession.
- Act in agreement with the policies and procedures of the medium or organisation employing him/her.
- Analyse the cost and the procedures necessary to complete a production, based on the script, and negotiates the financial details (fees, cost, revenue).
- Operate equally effectively regardless of the type of the audiovisual production (TV, cinema, new media).
- Undertake responsibly decisions depending on the requirements of production.
- Understand his/her role and the responsibility of collaborating with the artists, the crew, the distributors, and the media.
- Effectively collaborate as a member of a production team.
- Take the initiative, when and where required, with the purpose of solving any problems that may come up.
- Stays constantly up-to-date about the financial and technological developments in his/her field.

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

The holder of this specialisation certificate may work in TV stations, TV content production companies, image or audio production and processing studios, advertisement production companies, multimedia presentation companies, recording studios, concert facilities, etc.

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:

Cinema History I, II, Basic principles of Directing, Editing, Sound, Production, Screenplay (analysis) I, II, Budgets / Schedules, Filming management, Specialties, Broadcasting History (Mass Media) I, II, Accounting / Finance, Labour legislation / Licencing , PR / Public Relations, EFP / MIA CAPMERA, News shows, Dramatised productions, Spots / video clips, Advertising films, Multi-camera systems / Live, English, Computer 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.