

1. Title of the certificate ¹

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:
ΣΤΕΛΕΧΟΣ ΜΙΚΡΟΜΕΣΑΙΩΝ ΕΠΙΧΕΙΡΗΣΕΩΝ**

2. Translated title of the certificate ²

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5 Specialty of I.E.K.:
SMALL-BUSINESS EMPLOYEE**

3. Profile of skills and competences

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

KNOWLEDGE

- Reproduce concepts regarding the organization and administration of businesses, the programming thereof and the procedures for taking decisions.
- Present the principles of entrepreneurship and development in Greece.
- Reproduce basic principles of law (civil, commercial, and contractual law).
- Describe in a comprehensive manner the principles for marketing, promoting and pricing products.
- Sufficiently deploy the clauses of the Greek tax code for financial transaction mapping, the Greek General Chart of Accounts, and the Greek Accounting Standards.
- Identify the basic principles of financial mathematics and statistics.
- Compare the concepts and the specifications of companies depending on the legal statute thereof.
- Specify the basic concepts of Public Relations.
- Identify the concept and types of commercial correspondence in accordance with its classification (e.g. registered, confidential, etc.).

SKILLS

- Archive and classify files, invoices, dispatch notes, documents in digital and/or printed form.
- Perform administrative tasks.
- Prepare, under supervision, budgets, perform inventorying operations and issue the financial statements.
- Solve non-specialised problems regarding administrative and financial issues.
- Sufficiently operate all modern office equipment and IT systems.

COMPETENCES

- Archive and classify files, invoices, dispatch notes, documents in digital and/or printed form.
- Perform administrative tasks.
- Prepare, under supervision, budgets, perform inventorying operations and issue the financial statements.
- Solve non-specialised problems regarding administrative and financial issues.
- Sufficiently operate all modern office equipment and IT systems.

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

The holder of this specialisation certificate may work in financial services.

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.

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

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 qualifications ¹

No

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

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:

Principles of organization and business management, Entrepreneurship and small businesses, Business law, Organizational behaviour, Business strategies, Project management, Business planning - Business plan for virtual business, Secretarial Support Practice, Production management, Quality management, Marketing principles, Sales management, Design marketing, Financial mathematics and statistics, Business Economics, Basic principles of international commercial relations, SME Accounting, Costing, Financial Management, Tax law and practice, Accounting applications - Computerized accounting and payroll, Personnel management, Professional ethics - Labour relations - Environmental protection , Health and Safety, 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
<http://europass.eoppep.gr> www.eoppep.gr

¹ If applicable.