

1. Title of the certificate ¹

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

2. Translated title of the certificate ²

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K.:
STOCK EXCHANGE OPERATIONS SPECIALIST**

3. Profile of skills and competences

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

KNOWLEDGE

- Describe concepts related to the Organisation and Management of Businesses, Accounting, and Finance.
- Reproduce and explain the financial and administrative terminology about Capital Markets and Stock Exchanges.
- State 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.
- Specify the key macroeconomic data, as per the developments of domestic and International Economy.
- Describe the techniques for communication and negotiations.
- Analyse information from statistical tables and charts, following the principles of Statistics.

SKILLS

- Inform customers about the advantages and disadvantages of the different types of investments for each product.
- Archive and classify files and/or documents in digital and/or printed form.
- Fully operate all office equipment and IT systems, including online stock exchange systems.
- Produce tables and charts using available data.
- Receive, evaluate, promote and reply to electronic and printed mail.
- Identify the different types of financial statements, balances and analytical ledgers, according to the different information provided.

COMPETENCES

- Act based on the professional ethics.
- Work with sufficiency and responsibility, while observing tight schedules.
- Receive instructions and efficiently collaborate with the competent employees in order to take initiatives, depending on the experience and his/her cognitive subject.
- Operate in accordance with the principles, procedures, policies and culture of the organisation employing him/her.
- Work independently by taking responsibility for completing his/her work and for the proper execution of his/her work.
- Develop communication skills in order to deal in a positive manner and facilitate his/her collaboration with clients, businesspersons, bodies of the Stock Exchange and Money Market and specialised professionals.

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

The holder of this specialisation certificate may work in companies of the finance industry.

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.
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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:

Economics I, II, Accounting I, II, Financial Mathematics, Statistics I, II, Corporate accounting, Elements of civil and commercial law, English, Computer use, Tax practices, Elements of legislation for Sociétés Anonymes, Computerization of brokerage, Stock Exchange operation I, II, Financial management I, II, Bank practices, Communication technique - Entrepreneurship, Balance sheet analysis, Graduate seminar.

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.