

1. Title of the certificate ¹

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

2. Translated title of the certificate ²

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K:
INTERNATIONAL COMMERCE SPECIALIST**

3. Profile of skills and competences

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

KNOWLEDGE

- Describe the communication and negotiation techniques in intercultural environments.
- Describe the sampling methods and the procedure for gathering information, creating statistical tables and charts, in agreement with the principles of Statistics.
- Reproduce the financial and administrative terminology regarding international commerce, in Greek and in English.
- Describe concepts related to the Organisation and Management of Businesses and Finance.
- Compare the different types of invoices, financial and accounting statements, according to the different information provided.
- Identify the key macroeconomic data, as per the developments of international Economy.
- State the basic principles and concepts of the Private, Public, Commercial and International Law.
- Compare the concepts and the specifications of companies depending on the legal statute thereof.
- Describe basic concepts of Public Relations and Marketing.

SKILLS

- Communicate and negotiate with customers at an international level.
- Produce tables and charts using data collected through sampling or other data gathering methods, based on the needs and objectives of the organization.
- Reply to digital and/or printed company mail, in Greek and in English, following the principles on customer service and complaint management.
- 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.
- Select, analyse and compose information on supply and demand from the domestic and international market, depending on the business branch and the forms of the market.
- Solve non-specialised problems regarding administrative and financial issues.

COMPETENCES

- Work autonomously, undertaking the responsibility for the best possible service of the clients in Greece and abroad.
- 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 organisation in the field of group projects, in order to achieve the purposes of the organisation.
- Work with sufficiency and responsibility, while observing tight schedules.
- Positively treat and collaborate with customers, suppliers, entrepreneurs and specialised professionals domestically and abroad.

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

The holder of this specialisation certificate may work in commercial companies (such as importing - exporting companies, distributors, wholesale companies), including e-commerce businesses, service providers (such as transports, transshipments, banking operations, insurances), consulting and support organisations (such as commercial and industrial chambers of commerce, local organisations), companies providing escorting services abroad.

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
<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 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:

Commercial study and approach of foreign markets, System for the provision of commercial information, International economics, International law issues, Assurance of new and following up of existing customers / partners, Negotiation, Selection of sources for the specification of possible suppliers, Selection of service providers in international commerce operations, Assurance of direction of foreign operations, Foreign Language A.B., Management and communication in an intercultural environment.

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.