

1. Title of the certificate ¹

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

2. Translated title of the certificate ²

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

3. Profile of skills and competences

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

KNOWLEDGE

- Describe the technical issues on the design and colouring, depending on the publication.
- Identify the principles of digital design with colour.
- Describe the procedure for book production.
- State the concepts for the technology of lithography.
- State the basic principles and forms of drawing.
- Describe the key concepts related to the Organisation and Management of Businesses, Accounting, Finance, and Statistics.

SKILLS

- Communicate with the customer on design and colouring issues depending on the publication.
- Gather the necessary information required before the production of a book.
- 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 mail, following the principles on customer service and complaint management.
- Archive and classify files and/or documents in digital and/or printed form.
- Solve non-specialised problems regarding administrative and financial issues.

COMPETENCES

- Work autonomously, undertaking the responsibility for the best possible servicing of the clientele.
- Act based on the professional ethics.
- Operates in accordance with the principles, procedures, policies and culture of the organisation employing him/her.
- Take directions and collaborates effectively with all departments in the organisation in the field of group projects, in order to achieve the purposes of the organisation.
- Positively treat and collaborate with customers, suppliers, entrepreneurs and specialised professionals.

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

The holder of the Diploma of this specialization can work in publishing-bookselling businesses, in book, newspaper, magazine and electronic press publishing businesses.

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:

Greek and Foreign Typewriting, Employee Health and Safety, Principles of Psychology in Life and Work, Elements of Law and Civil Law, Business Economics and Statistics, Basic Principles of Economy, Principles of General Logistics, Business Administration, National Economy, Business Economics, European Unification, Sociology and Economy, Network and Internet Technology, Office Organisation, Principles and Forms of Design, Lithography Technology, Environmental Economy, Elements of Commercial and Labour Law, Principles of Digital Drawing with Colour, Printing Material, Book Production, Organisation of Industrial Production, Digital Printing and Direct Book Binding, Cooperation and Behaviour at Work, Competitiveness and Operating Cost, Environmental Protection, Labour Market Integration, Computer Practical Exercise, Professional English

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.