

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

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:  
ΣΤΕΛΕΧΟΣ ΚΟΣΤΟΛΟΓΗΣΗΣ ΣΤΗ ΒΙΟΜΗΧΑΝΙΑ – ΒΙΟΤΕΧΝΙΑ**

### 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:  
INDUSTRY - SMALL BUSINESS COST 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, in accordance with the specificities of the small-business or industry.
- Describe the clauses of the Greek tax code for financial transaction mapping, the Greek General Chart of Accounts, and the Greek Accounting Standards.
- Compare the concepts and the specifications of companies depending on the legal statute thereof.
- Describe the basic concepts of Public Relations and Marketing, in accordance with the operation of the small-business or industry.
- Discern information from statistical tables and charts, following the principles of Statistics.
- State the importance of costing, depending on the legal form and activity of the small-business or industry.
- Describe the basic principles and concepts of the Private, Public and Commercial law.

#### SKILLS

- Apply the procedures for costing small-business or industrial products, while considering the best possible use of the production factors.
- Specify the different types of invoices, financial and accounting statements, according to the different information provided.
- Fully operate office equipment and IT systems.
- Prepare, receive, separate and classify documents, invoices, and dispatch notes.
- Select, analyse and compose information on supply and demand from the domestic and international market.

#### COMPETENCES

- Act based on the ethics of his/her profession.
- Operate in accordance with the principles, procedures, policies and culture of the small-business or industry employing him/her.
- Receive instructions and effectively collaborate within the context of group works to achieve the purposes of the industry or small-business.
- Operate with sufficiency and responsibility while observing tight schedules in order to achieve the purposes of the small-business or industry.
- Positively treat and collaborate with customers, suppliers, entrepreneurs and specialised professionals.

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

The holder of this specialisation certificate may work in financial departments of small and large industrial units, design firms, consulting businesses, 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

### 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

### 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 <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:

General Accounting I, II, Law I, II, Financial Mathematics I, II, Statistics I, II, Trade techniques, Business Administration Principles I, II, Tax practice, Accounting applications I, II, Corporate accounting, Corporate finance, Tax and accounting applications I, II, Cost accounting I, II, Computerized commercial accounting, Communication technique - Entrepreneurship, Computerized industrial accounting, Balance sheet analysis, Spreadsheets (digital), 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.