

1. Title of the certificate ¹

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:
ΤΕΧΝΙΚΟΣ ΔΙΑΝΟΜΗΣ**

2. Translated title of the certificate ²

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5 Specialty of I.E.K.:
DISTRIBUTION TECHNICIAN**

3. Profile of skills and competences

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

KNOWLEDGE

- Describe the communications techniques depending on the customers of a business.
- Describe the sampling methods and the procedure for gathering information, creating statistical tables and charts, in a Postal Business.
- Identify the concept and the types of objects carried in accordance with its classification (e.g. registered, confidential, etc.).
- Reproduce and explain the financial and administrative terminology in Greek and in English.
- Describe concepts related to the Organisation and Management of Businesses, Accounting, and Finance.
- Identify the key macroeconomic data, as per the developments of state finance.
- 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.
- Describe the method for applying Public Relations and Marketing in Postal business.

SKILLS

- Receive, separate, and classify the postal items.
- 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.
- Specify the different types of invoices, financial and accounting statements, according to the different information provided.
- Produce tables and charts using data collected through sampling or other data gathering methods, based on the needs and objectives of the organization.
- Select, analyse and compose information on demand and offer from the domestic market, depending on the business branch and the market forms (e.g. monopoly, oligopoly, entire competition).
- 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.
- Operate in accordance with the principles, procedures, policies and culture of the organisation employing him/her.
- Operate with sufficiency and responsibility while observing tight schedules in order to achieve the purposes of the organisation.
- Work in agreement with the principles of health and safety for employees, acknowledging vocational hazards.
- Develop communication skills in order to deal in a positive manner and facilitate his/her collaboration with the clients.

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

The holder of the Diploma of this specialization can work as an official in small/medium sized or big Post Companies of the public or private sector.

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:

Introduction to Organisation and Management of Post Companies, Introduction to the Production of Post Companies, Introduction to "Quality", Economic Environment in Post Companies, Specific Labour Relations Issues in Post Companies, Applied Mathematics & Statistics, Introduction to Accounting, Communication Techniques, Introduction to Law (business and transport), General Introduction to Sales - Marketing, Health & Safety and Fire Protection at Work, Introduction to Sales Techniques-Marketing and Communication (in the job of Delivery Technician), PC and Office Applications, PC: Applications for using Tables in the job of Delivery Technician, Applications for using Files in the job of Delivery Technician, English and General Terminology in the job of Delivery Technician, English (Delivery Technician Terminology and optional 2nd Language), Portfolio – Job-specific Assignment.

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.