
1. Title of the certificate ¹

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:
ΤΕΧΝΙΚΟΣ ΔΙΑΧΕΙΡΙΣΗΣ ΣΥΣΤΗΜΑΤΩΝ ΚΑΙ ΠΑΡΟΧΗΣ ΥΠΗΡΕΣΙΩΝ INTRANET - INTERNET**

2. Translated title of the certificate ²

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5 Specialty of I.E.K.:
SYSTEM MANAGEMENT AND INTRANET / INTERNET SERVICES TECHNICIAN**

3. Profile of skills and competences

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

KNOWLEDGE

- Identify the basic terminology in the field of IT in Greek and in English.
- Describe the operation of computer systems and local networks, discern and analyse the hardware, the software, and the services.
- Name the individual key parts of a computer system and analyse its functions, identifying each specific component contributing to a multimedia (multimedia) production.
- Specify the key features and capabilities of the major operating systems.
- Formulate the key principles for transmitting data.
- Specify the various methods for printing - both conventional and modern.
- Describe the function and composition of colour in different systems of graphics and multimedia.
- Formulate the basic principles and theories of modern multimedia application design and development methods.
- Present the most important methods and techniques governing the software production phases for computers.
- Specify clearly the health and safety rules and states the protective measures for any corrective rectification action for malfunctions in computer hardware and software.

SKILLS

- Install and manage appropriate system software and application software in computer systems in accordance with the instructions of the manufacturers.
- Manage and evaluate hardware and software of a computer, along with the resources of a local network.
- Keep the computer software updated using the corresponding updating functions and online resources.
- Maintain computers and their software based on the manufacturer's manuals, unattended.
- Program hardware and software of the available multimedia tools.
- Perform electronic image processing based on modern digital image processing techniques using appropriate specialized software (Photoshop).
- Edit vector images (model processing) using appropriate specialized software (CorelDraw).
- Manage specialized tools for managing and processing digitized video.
- Create simple 2D and 3D Animations using 3D design software.
- Develop and manage integrated multimedia (multimedia) applications using multimedia development tools in different environments and operating systems, following specific standards.
- Propose the appropriate methodology for development multimedia applications using appropriate development techniques and tools.

COMPETENCES

- Receive and properly execute the manufacturer maintenance instructions at hardware, software and computer level.
- Effectively collaborate with computer users and administrators of IT systems to support and adequately maintain the installed software applications and the respective hardware.
- Effectively collaborate within a software development team to design and develop integrated multimedia computer applications.
- Take the necessary measures to protect IT systems and independent computers from potential threats.
- Operate in accordance with the security policy of the organizations and businesses employing him/her and observe the relevant rules.
- Develop trust with users, inspire a sense of responsibility and safety, as regards the handling of digital data stored on the PC supported.
- Operate under the legislative framework regarding the protection of sensitive personal data and the protection of software rights, and apply the rules of ethics.
- Seek learning, information and training in regard to the exercise of his/her profession and the new trends in the field of IT applications.

¹ In the original language. | ² If applicable. This translation has no legal status. | ³ If applicable.

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

The holder of this Diploma can work as an employee or on a self-employed basis in the private or public sector, providing services to companies and institutions that manufacture, support, manage or sell material and software of high technology communications.

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).

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

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

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

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 Information Technology, Algorithms and Data Structures, Computer Networks I, Computers (Management and Support of Back Office Software - Office Automation), Computer Architecture, Designing Applications, Computer Networks II - TCP/IP, Operating System Windows NT, Internet Services and their Enterprise Value, Databases, Programming Tools for the Internet I & II, Operating System LINUX, Applications for Network Infrastructures Development with the Use of TCP/IP, Business dexterity – Communication Technique, Multimedia Development in the Internet, Electronic Trade, Data and Communications Safety, 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.