
1. Title of the certificate¹

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:
ΤΕΧΝΙΚΟΣ ΣΥΝΤΗΡΗΣΗΣ ΒΙΒΛΙΑΚΟΥ ΚΑΙ ΑΡΧΕΙΑΚΟΥ ΥΛΙΚΟΥ**

2. Translated title of the certificate²

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5 Specialty of I.E.K:
MAINTENANCE TECHNICIAN FOR BOOKS AND ARCHIVES**

3. Profile of skills and competences

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

KNOWLEDGE

- Successfully discern between archive administration, librarianship, file storage, palaeography and codicology.
- Describe the works for maintaining worn books and other archive materials (seaming and cleaning).
- State elements and chemical compounds that refer to the maintenance of books and archives.
- State the methods and materials used for bleaching paper.
- Identify all types of photographic cameras, including the accessories thereof.
- State the materials used for the maintenance of black & white photographs, books, paintings, maps, etc.
- Acknowledge the milestones in the historical development of typography, describe the traditional methods for printing, and understand the methods for manufacturing printing plates.
- List the stages for the engraving of the printing plate, through a manual - artistic method.
- Recognize the suitable environmental conditions for the safekeeping of books, papers, photographs, paintings - engravings, and other types of archive materials.
- Sufficiently describe the main characteristics of book binding of the various eras.
- Effectively specify the raw materials for paper and the basic stages for its maintenance.
- Specify the wear of paper, caused by alum and rosin during sizing and by the sulphuric acid of iron-gall inks.

SKILLS

- Sufficiently operate the necessary instruments and machinery (power heated spatulas, volumetric pipes, boiling glasses, etc.) for the maintenance and preservation of books and archive materials.
- Apply the practices for photo-shooting objects, books and paintings using artificial light and takes effective macro-photographs when necessary.
- List the indexing items for the classification of the books - materials to be maintained.
- Locate the local and surface analyses of paper (spot test) with the respective elements (lignite, starch, proteins, etc.) in order to verify the percentage of wear.
- Classify and archive objects of archival and book materials.
- Successfully specify the date, the structural materials, the origin and the theme of the objects.
- Comply with the core rules for personal protection, control and health in the work environment.
- Properly prepare the environment where the books and archives shall be kept and stored, taking into consideration the necessary parameters (humidity, acoustics, heat, optics and radiation).
- Select the suitable materials for the manufacture of the storage media for books and archives.

COMPETENCES

- Follow the instructions of the workshop manager, and understand how to apply them while observing the time schedules.
- Apply the suitable environmental conditions for safe-keeping the book and archive materials.
- Act responsibly, managing all items of maintenance for the books and the archive materials.
- Work independently and be responsible for the quality of his/her work.

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 specialisation certificate may work in libraries, monasteries, museums, organisation, requiring the preservation of books and archives.

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
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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

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:

Photography, Theory of preservation, Paper preservation, General elements of chemistry, Material technology, Wear - Causes of wear, History of Books, Elements of Archiving - Library science, Elements of palaeography - Codicology, Bookbinding, Specific elements of chemistry, Preservation of Books - Bookbinding, Preventive preservation, History and printing techniques for engraving, Workshop organisation - safety, Photograph preservation, 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
<http://europass.eoppep.gr> www.eoppep.gr

¹ If applicable.