

1. Title of the certificate ¹

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:
ΥΠΕΥΘΥΝΟΣ ΠΡΟΜΗΘΕΙΩΝ ΚΑΙ ΔΙΑΧΕΙΡΙΣΗΣ ΑΠΟΘΗΚΗΣ**

2. Translated title of the certificate ²

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5 Specialty of I.E.K.:
SUPPLIES AND WAREHOUSE MANAGER**

3. Profile of skills and competences

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

KNOWLEDGE

- Describe the concept and differences between printed and digital correspondence, depending on its classification.
- Reproduce and explain the financial and administrative terminology in Greek and in English.
- Describe the procedures and the terminology of Logistics.
- Describe the sampling methods and the procedure for gathering information, creating statistical tables and charts, in agreement with the principles of Statistics.
- Identify concepts related to the Organisation and Management of Businesses, Accounting, and Finance.
- Describe the method for preparing and monitoring a budget.
- Describe concepts regarding Stock Management, Warehouse Organisation and Management, and Project Management.
- 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 concepts concerning the application of Public Relations and Marketing.

SKILLS

- Fully operate all office equipment, IT systems for Text Editing, for Spreadsheets, for Databases, for Email, and for the Internet.
- Supervise the safe operation of the warehouse with the purpose of saving financial resources and time.
- Specify the different types of invoices, financial and accounting statements, according to the different information provided.
- Prepare, receive, separate and classify documents, invoices, and dispatch notes.
- Solve non-specialised problems regarding administrative and financial issues.

COMPETENCES

- Work autonomously, undertaking the responsibility for the best possible servicing of the customers.
- Act based on the professional ethics.
- Operates in accordance with the principles, procedures, policies and culture of the organisation employing him/her.
- Receive instructions and efficiently collaborate with the competent employees in order to take initiatives, depending on the experience and his/her cognitive subject.
- Operate with sufficiency and responsibility while observing tight schedules in order to achieve the purposes of the organisation.
- Collaborate effectively with all departments in the organisation in the field of group projects, in order to achieve the purposes of the organisation.
- Develop communication skills in order to deal in a positive manner and facilitate his/her collaboration with clients, suppliers and external bodies.

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 in commercial, public or private enterprises, in industries on raw materials and finished products management, in public services on public material management, in technical companies, in ship catering enterprises.

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

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(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 ¹

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:

Stock Management Systems, Operating Systems Dos – Windows, Word-processing in Windows, Principles of Business Organization, Supply Management, Area Safety – Fire Safety, Statistics I & II, Financial Mathematics, Commercial Law, Code of Books and Data, Spreadsheets, Elements of General Accountancy, Commercial Management Package, Public Relations, Databases, Applications Development in Databases, RG Report Generator Package, Public Material Management and Institutions of Public Law, Classification, Warehouse Organization, 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.