

1. Title of the certificate ¹

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:
ΥΠΕΥΘΥΝΟΣ ΜΟΝΑΔΑΣ ΣΥΣΤΗΜΑΤΟΠΟΙΗΜΕΝΟΥ ΕΠΙΣΙΤΙΣΜΟΥ (CATERING)**

2. Translated title of the certificate ²

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

3. Profile of skills and competences

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

KNOWLEDGE

- Understand the basic financial theories and discern the theories of marketing science with regard to the hotel and catering industry.
- Discern the forms of tourism and the specificities of tourism on a financial, social, environmental, and psychological level.
- Understand the organization and operation of hotel and catering businesses.
- Discern the organisation, the operation of restaurant businesses, and the restaurant techniques.
- Describe the operation of the kitchen in catering businesses.
- Understand accounting methods with emphasis on the Hotel and on the catering businesses.
- Present the organization and technique of bars, the principles of wine-making, and the different types of wines.
- State the basic principles for managing food and for safe working in catering.
- Understand English, both orally and in writing.
- Understand the operation of new technologies in the catering industry.

SKILLS

- Apply the restaurant technique, along with market research and communication techniques.
- Apply the basic rules of organisation and archiving.
- Evaluate the systems for recording and controlling sales.
- Apply the accounting methods with emphasis on systemised catering businesses.
- Evaluate the human resources rendering catering services in his/her field of work, along with the special knowledge and capacities concerning the types of beverages and the serving thereof.
- Serve customers during the rendering of services and manages their requests.
- Manage the personnel rendering catering services.
- Match the needs in quantity and type of food, the menus depending on the type and the size of the meal of the catering business.

COMPETENCES

- Collaborate with others in the catering and hotel industry.
- Responsibly undertake the proper and effective operation of the catering unit both at operational level and with regard to commercial management.
- Exercise autonomously or under the supervision of others administrative and commercial duties.

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

The holder of this diploma can work as an employee and on a self-employed basis in catering units of the public and private sector (hotel restaurants, hotel bars, all kinds of restaurants, such as fast food restaurants, snack bars, cafe-patisseries 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

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

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 qualifications¹

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:

Elements of Food Science Technology, Elements of Biochemistry and Diet, Computerization I, II & III, Catering Unit Organization: I (Cookery), II (Restaurant Management) & III (Patisserie – Menu), Elements of Micro- Macro- Economy, Elements of Business Administration, Elements of Marketing Services, Elements of Accountancy I & II, Commercial Environment, Food Hygiene and Legislation, Systematic Gastronomy, Communication (Advertising – Public Relations), Food – Beverages, Law, Systematic Catering (Thesis), Foreign Language.

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.