



1. Title of the certificate ¹

Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5. Ειδικότητα Ι.Ε.Κ.: ΑΠΟΜΑΓΝΗΤΟΦΩΝΗΤΗΣ ΣΥΝΟΜΙΛΙΩΝ – ΠΡΑΚΤΙΚΩΝ (ΑΤΟΜΑ ΜΕ ΠΡΟΒΛΗΜΑΤΑ ΟΡΑΣΗΣ) Ν.4186/2013

2. Translated title of the certificate ²

Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K.: CONVERSATION AND MINUTES TRANSCRIPTIONIST (PEOPLE WITH VISION DISABILITIES) N.4186/2013

3. Profile of skills and competences

Learning outcomes: Knowledge, skills and competences
A typical holder of the certificate is able to:

KNOWLEDGE

- Describe in a comprehensive way concepts related to the use of a PC and the transcription of texts.
- Determine in detail the function of software and transcription tools.
- Recognize sufficiently the scientific terminology in Greek and English.
- Have a proper understanding of concepts related to Public Administration functions.

SKILLS

- Edit all types of texts using special software programs and transcription tools.
- Handle with ease applications related to a PC use.
- Have writing expression skills based on the spelling and syntax related rules of transcription.
- Handle comfortably and swiftly the Braille writing and reading system for people with vision disabilities.

COMPETENCES

- Act in accordance to the profession's code of ethics.
- Adhere to the legislative framework regarding to the protection of sensitive personal data and the rights for software use.
- Ensure the security, accuracy and absolute confidentiality of the files being processed.
- Act with adequate and responsibility as far as tight time frames are concerned.
- Develop communication skills in order to adopt a positive attitude when cooperating with customers.

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

The VET graduate of this specialty may work as transcriptionist in the private or public sector or as freelance professional, offering digital files transcription services, such as medical reports, court judgments, Board of Directors/Town Councils minutes, scientific events, legal arbitrations, interviews, workshops, focus groups, in depth interviews etc.

The Diploma is recognized as a formal qualification for recruitment in the public sector in the category Secondary Education by virtue of the PD 50/2001 (Government Gazette. 39/A/5-3-2001), as in effect.

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/>

Authority providing accreditation / recognition of the certificate

E.O.P.P.E.P.
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and Vocational Guidance)
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Level of the certificate (national or European) ¹

Level 5 National and European Qualifications Framework

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)

Access to next level of education / training ¹

Yes

International agreements on recognition of qualifications¹

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

Success in the the Initial Vocational Training certification examinations Total duration of the education / training leading to the certificate: 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:

ENGLISH I, II,III, IV, Mobility and Orientation of people with vision disabilities, Hands-on practice in the Specialty, Text Editing and Processing I, II, III, PC Use, Basic Concepts of Information Technology, Windows Files and Folders Management, Introduction to Public Administration, Internet and Mail, Greek Public Administration, Spreadsheets.

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 EOPPEP Ethnikis Antistaseos 41 Avenue, 142 34 N. Ionia. T.0030 2102709000 europass@eoppep.gr
<http://europass.eoppep.gr> www.eoppep.gr

¹ If applicable.