

1. Title of the certificate ¹

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5. Ειδικότητα Ι.Ε.Κ.:
ΕΙΔΙΚΟΣ ΕΜΠΟΡΙΚΩΝ ΕΠΙΧΕΙΡΗΣΕΩΝ**

2. Translated title of the certificate ²

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K.:
COMMERCIAL BUSINESS SPECIALIST**

3. Profile of skills and competences

LEARNING OUTCOMES (KNOWLEDGE, SKILLS, COMPETENCES).

A typical holder of the certificate is able to:

KNOWLEDGE

- Conclude and draft contracts and trade agreements.
- Participate in the processes of implementing marketing services.
- Develop sales strategies and techniques.
- Compare and distinguish companies according to their legal form.

SKILLS

- Have a deep knowledge of the products/services promoted, competing products on the market, as well as the market status and trends.
- Be fluent in a foreign language (primarily English).
- Analyse statistics regarding sales.
- Accept customer requests both in person and online and provide services in the same way.

COMPETENCES

- Manage the communications of organisations or companies.
- Support or manage the administration of companies.
- Coordinate a team, have confidence and comfort in public relations, communication skills, dynamism.
- Negotiate, persuade, and argue.

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

The VET graduate of this specialty can be employed in the private sector, in many sectors of wholesale and retail trade, in the sales departments of various companies providing goods and services, in dealerships of imported products, etc. The holder can also work in public sector companies (e.g., in public telecommunications organisations providing mobile telephony or internet connection).

The Vocational Training Diploma is recognised as a qualification for appointment in the public sector according to the Presidential Decree no. 50/2001 (Greek Official Gazette 39/Vol. 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)
41 Ethnikis Antistaseos 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)
41 Ethnikis Antistaseos 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

Success in 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:

Business Organisation and Management, Sales & Marketing, Consumer Behaviour, Accounting, Commercial Law, Management Information Systems, Computerised Accounting, English, Communication Techniques, Public Relations, Organisational Behaviour.

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.