

1. Title of the certificate ¹

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

2. Translated title of the certificate ²

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

3. Profile of skills and competences

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

- Utilise Statistics and Financial Mathematics in order to present, edit and extract conclusions regarding the time-varying numbers of the undertaking.
- Understand and execute any developments in Macroeconomic figures that inevitably affect the operation of the undertaking, and in Microeconomic figures, in order to comprehend, advise on and implement the bank's policy.
- Analyse the details of bank orders, depending on their country of execution.
- Discern the types of cheques and their necessary content in order to be valid.
- Identify the concept and distinctions among bank accounts (e.g. natural persons or legal entities).
- Describe the types of interest rates with regard to banking products.

SKILLS

- Promote Financial Products to customers.
- Operate banking IT systems.
- Inform bank customers on the advantages of different types of accounts.
- Manage Cash Available to be utilised by customers.
- Conduct periodic, regular or extraordinary inspections to ensure both the prevention and the resolution and restoration of any malfunctions and problems.
- Analyse, expand and evaluate the financial statements of associates and other companies, whether they are published or not, for the purpose of market research and in order to provide appropriate advice for the implementation of a financial agreement.
- Inform interested parties on the role of interest rates per type and per bank product.

COMPETENCES

- Treat the bank's customers with a spirit of cooperation.
- Act in accordance with the professional rules of conduct.
- Collaborate effectively with all bank departments in the context of group projects, in order to achieve the purposes and objectives of the institution.
- Act in accordance with the principles, procedures, policies and culture of the bank.

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

The VET graduate of this specialty can be employed in Banks and other Financial Institutions (Cooperative Banks, Leasing Companies, Receivables Agencies, Business Risks, Mutual Funds Management, Portfolio Management, etc.), as well as in the financial department of other companies and public bodies. The holder may also work as a freelancer in Financial and Insurance Consultants' offices or establish similar undertakings.

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. | ²If applicable. This translation has no legal status. | ³If 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:

Accounting, Financial Accounting, Banking, Financial Statement Analysis, Banking Accounting, Commercial Law, Civil Law, E-Business, E-Banking, Communication and Public Relations, Management Information Systems, Financial Mathematics, Statistics.

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.