

1. Title of the certificate ¹

Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5. Ειδικότητα Ι.Ε.Κ.: ΓΡΑΜΜΑΤΕΑΣ ΑΝΩΤΕΡΩΝ ΚΑΙ ΑΝΩΤΑΤΩΝ ΣΤΕΛΕΧΩΝ

2. Translated title of the certificate ²

Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K.: SENIOR EXECUTIVES SECRETARY

3. Profile of skills and competences

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

- Know basic principles of Business Administration.
- Identify Greek and English financial and business terminology in documents and correspondence.
- Distinguish the concepts and characteristics of companies.
- Describe concepts related to Public Relations, Communication and Marketing.
- Prepare and manage correspondence.
- Utilise and analyse data from various types of financial statements.

SKILLS

- Use document archiving and classifying tools.
- Monitor the use of teleconferencing systems.
- Have good knowledge of word processors, spreadsheets, databases, presentations, e-mail.
- Organise trips, meetings, conferences, meetings of senior executives.
- Evaluate, forward and reply to the electronic and printed correspondence of the company (e.g. letters, reports, applications, certificates, memos, questionnaires, etc.).
- Comply with the foreseen procedures of consumables control, delivery and distribution.
- Operate electronic devices and is aware of their operation, control and troubleshooting methods.

COMPETENCES

- Respectfully handle and cooperate with customers and partners.
- Act in accordance with the professional rules of conduct, the principles, procedures, policies and culture of each employer.
- Collaborate effectively with all company departments in the context of group projects, in order to achieve the company's purposes and objectives.
- Adequately and responsibly handle the correct observance of time schedules.
- Implement the institutional framework for the protection of personal and sensitive data (GDPR).

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

The VET graduate of this specialty can work in all kinds of private and public companies and bodies. In particular: Clinics, Diagnostic centres, Tutoring for secondary education and other educational institutions, Commercial companies, Industry and Crafts, Service companies, Shipping, Hotel & Tourism companies, Consulting companies, Banks and Public companies, Non-profit organisations, Advertisement, public relations, market research and polling, Newspapers and magazines, radio, television.

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. | 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)
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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:

General Accountancy, Business Administration, Computerised Accounting, Communication & Public Relations, English Financial Terminology, Word Processing, Spreadsheet Editing, Slide Shows, Civil Law, Commercial Law, Tax Accounting

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.