



1. Title of the certificate ¹

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5. Ειδικότητα Ι.Ε.Κ.:
ΛΟΓΟΤΕΧΝΙΚΗ ΜΕΤΑΦΡΑΣΗ, ΕΠΙΜΕΛΕΙΑ ΚΑΙ ΔΙΟΡΘΩΣΗ**

2. Translated title of the certificate ²

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K.:
LITERARY TRANSLATION, EDITING AND PROOFREADING**

3. Profile of skills and competences

LEARNING OUTCOMES (KNOWLEDGE, SKILLS, COMPETENCES).

A typical holder of the certificate is able to:

KNOWLEDGE

- Effectively handle grammar and vocabulary in working languages.
- Recognise sociolinguistic, factual, cultural elements of working languages.
- Use specific terminology for each translated, edited and proofread text.
- Understand the function of translation, editing and proofreading.
- Discern different types of texts and their translation difficulties.
- Understand the research process and sources.
- Know professional translation practices and the translation market (prices, translation instructions, editing-proofreading instructions, readership, customers, invoicing, etc.).

SKILLS

- Operate computers, word processing programmes, as well as new information and communication technologies used in translation, editing and proofreading.
- Refer to various types of sources (dictionaries, encyclopaedias, grammars, parallel texts, search engines, textbooks, electronic text corpora and other reference tools) for the best final image of each text.
- Identify and resolve translation problems and difficulties during editing/proofreading.
- Select the appropriate terminology for each translated, edited and proofread text.

COMPETENCES

- Properly organise the translation process for the successful completion of each project.
- Apply different skills (e.g. critical thinking, ingenuity, creative imagination, research ingenuity, intellectual acuity) to fill gaps where required.
- Evaluate the process in relation to the purpose of each project.
- Handle a wide range of translation and editing/proofreading assignments.
- Abide by the profession's requirements: concentration, stressful work, flexibility and adaptability, consistency and conscientiousness, discretion, confidentiality, initiatives, high sense of responsibility.
- Collaborate and negotiate with other translators/editors/proofreaders/publishers, etc.

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

The VET graduate of this specialty can work as a translator, editor / proof reader in:

the public and private sector, publishing houses, translation agencies, public relations firms, newspapers, magazines, the press in general, either printed or electronic, advertising companies, radio and television (subtitling), and may work as a freelancer with direct customers and specific hours (external partner).

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>

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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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 qualifications ¹

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 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, French, Writing Research – Methodology, Theory and Methodology in Text Translation, Frequency of Errors and Correction, Aids and Tools, Typography and Paging, Professional Practice, Text Linguistics, Essays – Short Stories – Novels, Translation Exercises (English, French), Editing and Proofreading Exercises (English, French), Interdisciplinary Thesis.

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.