

### 1. Title of the certificate <sup>1</sup>

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5. Ειδικότητα Ι.Ε.Κ.:  
ΣΤΕΛΕΧΟΣ ΔΙΟΙΚΗΣΗΣ ΚΑΙ ΟΙΚΟΝΟΜΙΑΣ ΣΤΟΝ ΤΟΜΕΑ ΤΗΣ ΝΑΥΤΙΛΙΑΣ**

### 2. Title of the certificate <sup>2</sup>

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K.:  
BUSINESS AND ECONOMICS OFFICER IN SHIPPING SECTOR**

### 3. Profile of skills and competences

Learning outcomes: Knowledge, skills and competences

A typical holder of the certificate is able to:

#### KNOWLEDGE

- Recognize the shipping and maritime terminology, the types of vessels and the attributes of their fuel and lubricants.
- Understand statistical data, tables and graphic representations regarding Shipping.
- Recognize and describe Quality Management Standards and Risk Management Techniques.
- Perceive how global trade and combined transports operate and understand the Shipping Economy theories, the Shipping Market and Shipping cycles operation.
- Describe the organization and function of various types of ports, the types of cargoes, their particularities, the means of cargoes and their transport conditions.
- Perceive the way of vessels and Shipping companies' administrative structure, organization and operation.
- Describe the types of shipping insurance and understand the relevant legislation.
- Recognize and describe the commercial exploitation of a vessel, the chartering procedures and the types of freight.

#### SKILLS

- Keep abreast with global trade trends and their impact on transport services and Logistics.
- Check through formal procedures the soundness of a range of processes within the Maritime Cluster.
- Monitor the Maritime Markets and the Shipping indicators and choose the appropriate 'timing' in decision making.
- Negotiate with international customers and associates.
- Record radio communications, the company's vessels consumptions and positions.
- Archive and classify records and documents, in printed and electronic form.
- Organize a shipping office, consumables warehouses, conferences and personnel trainings.
- Select a type of freight and cargo, make voyage calculations, fill in and inspect chartering agreements.
- Communicate in writing and orally in English, using shipping and maritime terminology.

#### COMPETENCES

- Cooperate effectively with others within and outside the Shipping Enterprise in a Multicultural Environment.
- Act on the basis of the profession's code of ethics.
- Perform with responsibility and diligence any work related to the shipping office sound operation and other shipping works related to chartering, supplies, fuels and a vessel's spare parts.
- Work and perform effectively and flexibly in various Shipping Industry sub-sectors.
- Manage autonomously or under the supervision of others the freight sea transport and the vessels' insurance.

### 4. Range of occupations accessible to the holder of the certificate <sup>3</sup>

The VET graduate of this specialty may be employed in shipping offices, maritime tourism agencies, exporting companies, in maritime insurance companies, in shipping enterprises, shipping yards, refineries, banks and Organizations.

The recognition of I.E.K Diploma as a formal qualification for recruitment in the public sector is governed by virtue of the P.D 50/2001 (Government Gazette. 39 / A' / 5-3-2001), as in effect.

<sup>1</sup> In the original language. | <sup>2</sup> If applicable. This translation has no legal status. | <sup>3</sup> 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, 14234 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)  
41 Ethnikis Antistaseos Avenue, 14234 N. Ionia  
<https://www.eoppep.gr/>

### Level of the certificate (national or European)<sup>1</sup>

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

success in the practical part of the Initial Vocational Training certification examinations (Pass/Fail)

### Access to next level of education / training<sup>1</sup>

Yes

### International agreements on recognition of qualifications<sup>1</sup>

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<sup>1</sup>

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:

Organization and Transportation Management, English, Shipping Operations Techniques, International Trade Relations, Professional Practice, Shipping Economics and Policy, Maritime Law, Passenger Shipping, Chartering-Brokering, Organization and Management of Shipping Operations, Interdisciplinary project.

### More information

National Qualifications Framework : <https://nqf.gov.gr/> and <https://proson.eoppep.gr/en>

<sup>1</sup> If applicable.

National Europass Centre: **EL/NEC - E.O.P.P.E.P.** National Organisation for the Certification of Qualifications and Vocational Guidance, Ethnikis Antistaseos 41 Avenue, 142 34 N. Ionia, Greece. T.0030 2102709000 [europass@eoppep.gr](mailto:europass@eoppep.gr)  
<http://europass.eoppep.gr> [www.eoppep.gr](http://www.eoppep.gr)

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<sup>1</sup> If applicable.