

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

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

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

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K.: ADMINISTRATION AND ECONOMY OFFICER**

### 3. Profile of skills and competences

Learning outcomes: Knowledge, skills and competences

A typical holder of the certificate is able to:

#### KNOWLEDGE

- Understand and analyze the accounting principles, in accordance with the Greek Accounting Standards.
- Understand and analyze the basic principles of Administrative Science
- Interpret and analyze the basic financial statements.
- Interpret and analyze administrative issues.

#### SKILLS

- Register and check the accounting entries entered in the accounting records.
- Apply the tax, labor, commercial legislation, even the social security legislation and the General Greek Accounting Plan
- Develop an inventory of assets.
- Accept visitors and interact on behalf of the enterprise
- Support or/and manage the organization's communication,
- Support or/and manage the administrative organization and management of human and other resources
- Support or/and manage the organization's financial management and structure,
- Research, identify and solve economic, organizational and administrative problems of various units
- Classify and archive documents
- Use human relations and communication.

#### COMPETENCES

- Manage responsibly single-entry and double-entry method accounting records.
- Handle reliably advanced technology office equipment
- Plan and effectively direct personnel activities

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

The graduate of this specialty may work in

- an Accounting Department of any entity.
- an Accounting-Tax Office.
- a Marketing, Public Relations, Sales & Human Resources Departments, of any entity
- any Administrative Department of any entity
- a freelance professional Accountant-Tax Consultant\*
- the financial and administrative services of Public Sector\*\*

\*The professional identity of a B' class Accountant-Tax consultant is granted by the Economic Chamber of Greece to the diploma holders of the Accounting Vocational Training Institute (I.E.K.); for five (5) years after obtaining the diploma, the holders exercise the assistant accountant profession.

The Diploma is recognized as a formal qualification for appointment in the public sector, in the Secondary Education graduate category, in the Administrative-Accounting or Administrative sector, by virtue of the PD 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/>

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

Level 5 National and European Qualifications Framework

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

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, 14234 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

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

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

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<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 for the specialty:

GENERAL ACCOUNTING I, LAW, FINANCIAL MATHEMATICS, STATISTICS, BUSINESS ADMINISTRATION, TRADE TRANSACTIONS, MARKETING, PROFESSIONAL PRACTICE, BUSINESS ECONOMICS, BUSINESS COMMUNICATIONS, TAX PRACTICE, BUSINESS ACCOUNTING, TAX ACCOUNTING-APPLICATIONS, COMPUTERIZED ACCOUNTING, COST ACCOUNTING, PUBLIC RELATIONS, TEXT EDITING (PC), STATE OF THE ART OFFICE ENVIRONMENT, APPLICATIONS ON COMMERCIAL MANAGEMENT AND PAYROLL (PC), MARKETING OF SERVICES, FINANCIAL MANAGEMENT, HUMAN RESOURCE MANAGEMENT, ADMINISTRATION MARKETING, ACCOUNTING SPREADSHEETS (SPREAD SHEETS - PC)

### 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, 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)

<sup>1</sup> If applicable.