1. Title of the certificate[1]

Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5. Ειδικότητα Ι.Ε.Κ.: ΤΕΧΝΙΚΟΣ ΕΦΑΡΜΟΓΩΝ ΠΛΗΡΟΦΟΡΙΚΗΣ, ΔΙΚΤΥΩΝ ΚΑΙ ΑΥΤΟΜΑΤΙΣΜΟΥ ΓΡΑΦΕΙΟΥ

2. Title of the certificate [2]

Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K: IT APPLICATION, NETWORK AND OFFICE AUTOMATION TECHNICIAN

3. Profile of skills and competences

Learning outcomes: Knowledge, skills and competences
A typical holder of the certificate is able to:

KNOWLEDGE
- Describe the structure and architecture of computer systems and computer networks; distinguish and analyze the hardware, the software and the services.
- Identify the basic principles of programming languages, analysing the structures, the variables and the functions to be used for an information technology project development.
- Distinguish the differences between procedural, object-oriented and visual programming.
- Determine the basic data structures, the data management algorithms, the principles and record-keeping techniques.
- Describe the techniques, methods of analysis, synthesis, creation and image processing along with the modern digital printing techniques.
- Determine the categories, the basic characteristics and the capabilities of the most important operating systems (MS-DOS, Windows, Unix, Linux, Mac OS X).

SKILLS
- Install and manage a suitable software system, office automations software and application software in the computer systems, based on the manufacturer's instructions.
- Adequately manage the databases of information systems and of independent PCs, in a windows and non-windows environment.
- Manage IDE (integrated development environments) to create software applications.
- Develop software applications using tools of integrated development environments (IDE) using the appropriate logarithms.
- Implement Databases.
- Take all necessary measures for information systems and independent computers protection from possible threats.

COMPETENCES
- Apply the appropriate software development methodology and the necessary information Technology applications development tools
- Effectively cooperate with computer users and information systems administrators to support and adequately maintain the installed applications and the corresponding equipment.
- Participate in designing and developing software systems or software projects, under the supervision of a software engineer.
- Suggest the elaboration of policies, procedures and security protocols in office automation systems, while developing allocated applications.

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

The VET graduate of this specialty may be employed in the public or private sector, on a salaried or non-salaried labour relationship: Installation, setting, control, PC & network software applications use and users support in installation, setting, check of sound operation and use, upgrading and updating of software-network applications, applying existing designs and procedures, maintenance of computer systems and networks, setting-maintenance of computer networks, applying existing designs and plans etc
The recognition of I.E.K Vocational Training Certificate 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.

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[1] In the original language.| [2] If applicable. This translation has no legal status.| [3] If applicable.

The Certificate supplement provides additional information about the certificate. It does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

5. Official basis of the certificate

Body awarding the certificate	Authority providing accreditation / recognition of the certificate
E.O.P.P.E.P.	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/	(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)[1]	Grading scale / Pass requirements
Level 5 National and European Qualifications Framework	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 [1]	International agreements on recognition of qualifications[1]
Yes	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 for the specialty:

English, Introduction to Computer Science, Applications Design, Computer Networks, Modern Windows Operating Systems, Image Processing Principles, Data Structures & Record Keeping, Communication Technique-Entrepreneurship.

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

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[1]If applicable.