

1. Title of the certificate¹

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

2. Title of the certificate²

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

3. Profile of skills and competences

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

KNOWLEDGE

- Understand, gather, process and assess accounting and financial information provided by the accounting department
- Understand the appropriate health programs targeted to special population groups
- Understand accounting concepts and administrative management of resources in healthcare services provision units
- Transmit information through excellent use of oral speech

SKILLS

- Plan and apply economic programs, develop and promote execution of budget, balance sheet, annual report and form a final judgment on offers' evaluation
- Handle fully any office machines, administration information systems and the Accounting Computerization Systems.
- Process statistical data, systematically monitor outflows and results, provide feedback and redesign targets and means for their attainment.
- Follow up patients' movement and the upkeeping of the administrative-accounting flow of hospitalization procedures
- Carry out banking operations and any economic matters
- Issue invoices, delivery notes and bills of lading through a PC.

COMPETENCES

- Determine and combine other departments' actions to achieve the intended outcome
- Serve customers effectively and responsibly
- Exchange ideas, sort out and classify information
- Support the Departments of Marketing & Public Relations, Strategic Planning and Human Resources
- Support all administration levels, both in primary and secondary healthcare
- Work responsibly on organization, resources and project management

4. Range of occupations accessible to the holder of the certificate³

The VET graduate of this specialty may work at Health services provision units, of primary (Health Centers) and secondary (Hospitals) healthcare, both in the private and public sector, in diagnostic centers and private clinics, in businesses in the field of healthcare services (e.g. Stem Cells Preservation Centers, private practices, etc), in enterprises' administrative departments as well as in insurance organizations departments. The Diploma is recognized as a formal qualification for recruitment in the public sector in the Secondary Education graduate category by virtue of the PD 50/2001 (Government Gazette. 39/A/5-3-2001), as in effect.

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

<p>Body awarding the certificate</p> <p>E.O.P.P.E.P.</p> <p>(National Organisation for the Certification of Qualifications and Vocational Guidance) 41 Ethnikis Antistaseos Avenue, 14234 N. Ionia https://www.eoppep.gr/</p>	<p>Authority providing accreditation / recognition of the certificate</p> <p>E.O.P.P.E.P.</p> <p>(National Organisation for the Certification of Qualifications and Vocational Guidance) 41 Ethnikis Antistaseos Avenue, 14234 N. Ionia https://www.eoppep.gr/</p>
<p>Level of the certificate (national or European)¹</p> <p>Level 5 National and European Qualifications Framework</p>	<p>Grading scale / Pass requirements</p> <p>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:</p> <p>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)</p>
<p>Access to next level of education / training ¹</p> <p>Yes</p>	<p>International agreements on recognition of qualifications¹</p> <p>No</p>
<p>Legal basis</p> <p>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</p>	

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 requirements¹

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:

Health Economics, General Accounting, Computerized Accounting, English, Business Organization and Administration, Health Systems, Health Insurance Systems, Communication Techniques, Public Hygiene, Inventory Management.

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
<http://europass.eoppep.gr> www.eoppep.gr

¹ If applicable.