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#### **ABBREVIATIONS**

A.E.K.	Home Vocational Training General
	Secretariat Lifelong Learning Lifelong

Γ.Γ.Δ.Β.Μ.	Learning Thematic Unit
Δ.Β.Μ.	
Θ.Ε. Ι.Ε.Κ.	Vocational Training Institute
Ε.Ο.Π.Π.Ε.Π.	National Organization for the Certification of Qualifications and Vocational Guidance
Π.Ε.Ε.Κ.	Regional Vocational Training Committee
Υ.ΠΑΙ.Θ.Π.Α.	Ministry of Education and Religions, Culture and Sports

## **TERMINOLOGY**

### **Inputs (law 3879/2010, article 2)**

The human, financial and physical resources used in the learning process and in particular the structures, vocational profiles, programs and trainers of non-formal education.

### **Outflows (law 3879/2010, article 2)**

The immediate results of the learning activity, ie the knowledge, abilities and skills that the individual acquires.

**Professional outlines (law 3879/2010, article 2)**

The set of basic and individual professional activities that compose the object of work of a profession or a specialty, as well as the corresponding knowledge, skills and abilities required to respond to these activities.

**Qualifications (law 3879/2010, article 2)**

The set of general and special knowledge, skills and competencies required to practice a profession or a specialty or specialization.

**National Qualifications Framework (law 3879/2010, article 2)**

The qualification ranking framework in the form of learning outcomes, according to a set of criteria for achieving learning levels. In the National Qualifications Framework, learning outcomes are categorized into knowledge, skills and abilities, without breaking down the unified character of learning. In the context of the National Qualifications Framework, in particular, are understood as: (a) "Qualification": The result of an evaluation and validation process, after a finding by the competent body that an individual has achieved learning outcomes that meet specific specifications, (b) "Descriptive indicators": The indicators that determine the learning outcomes (knowledge, skills, abilities) that correspond to the qualifications of a specific level, (c) "Sector descriptive indicators": The sector-specific descriptive indicators of the levels of the National Framework

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Qualifications, which determine the sectoral learning outcomes corresponding to the qualifications of the specific branch, (d) "Sectoral qualification": The qualification awarded as a result of an evaluation and validation process, after a finding by the competent sectoral body that an individual has achieved learning outcomes that meet specific specifications. If the competent sectoral body has an international status, the qualification is called "international sectoral qualification".

**Credits / learning outcomes (DG Education & Culture (2009),  
ECTS Users' Guide)**

ECTS credits are based on the workload that learners need to achieve the expected learning outcomes.

Learning outcomes describe what the learner is expected to know, understand and be able to do after the successful completion of the learning process. Linked to level descriptors in European and national qualifications frameworks.

The workload indicates the time needed normally learners to complete all learning activities (such as lectures, seminars, work, internships, study and examinations) required to achieve the expected learning outcomes .

### **Study Program (CEDEFOP (2010), Learning outcomes approaches in VET curricula)**

The curriculum is a regulatory document (or collection of documents) defining the framework for designing learning experiences. Depending on the country, the type of education and training, as well as the institution, curricula can define, inter alia, learning outcomes, objectives, content, place and duration of teaching and assessment methods on a larger or to a lesser extent.

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## **1. EDUCATIONAL FRAMEWORK**

### **1.1. Subject, duration and degree**

1. The object of activity of the I.E.K., under the responsibility of YPAI.THPA, is the provision of services of initial or supplementary vocational training, according to the provisions of article 12 of law 3879/2010, as in force , lasting up to four (4) semesters, to Lyceum graduates (post-secondary specialties) and / or Gymnasium (post-secondary specialties), under the terms and conditions determined by the current institutional framework.
2. To the graduates of I.E.K. a Vocational Training Certificate is issued.

### **1.2. Certification**

1. The graduates of I.E.K. who have received a Vocational Training Certificate, it is possible, if they wish and if they meet the applicable conditions per specialty, to participate in certification exams, which are conducted at regular intervals by the EOPPEP.
2. The participants, who have successfully completed the certification exams, are awarded a Vocational Training Diploma.

### **1.3. Connection with the National Qualifications Framework**

1. The qualifications, ie the knowledge, abilities and skills, acquired through the monitoring of an AEK program. post-secondary or post-secondary specialization, are classified at the levels defined by the National Qualifications Framework.
2. Prerequisite for the classification of the qualifications of the graduates of I.E.K. at the above levels of the National Qualifications Framework is the successful participation in the certification exams.
3. The level of the National Qualifications Framework is indicated on the Vocational Training Diploma.

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### **1.4. Recognition - Professional rights**

1. The Vocational Training Diploma is recognized as a formal qualification for appointment to the State and is scored in competitions of ASP, based on the applicable provisions.
2. The professional rights of the holders of a Vocational Training Diploma are recognized by Presidential Decrees.

### **1.5. Specialties of A.E.K. - Regional Programs D.B.M.**

1. The final configuration of the list of specialties, for which AEK is provided, is finalized by the G.G.P.B.M., which for this purpose cooperates with all interested parties, including and the competent bodies of the Regions, at all levels, including the specialization of the development strategy and the investigation and diagnosis of the needs of the labor market at local level.
2. The specialties of A.E.K. are classified, based on their content, into Sectors, which are further developed into Groups.
3. The selection of the specialties, which will be taught every semester by the local public I.E.K., is made by the Regional Council of the Region to which they belong, after a suggestion of the respective P.E.E.K. with the final approval of the G.G.P.B.M.
4. The selection of the specialties per Region is based on the respective Regional Program D.B.M., in the framework of which the local needs for qualifications and specialties are recognized, based on the respective development possibilities and strategic choices of the Region and the needs of the local labor market.

5. The Regional Programs D.B.M. are the main input for the elaboration of the National Program D.B.M. and to effectively explore and leverage funding opportunities.

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### **1.6. Curricula - credits**

1. The study programs of the specialties of A.E.K. are formed on the basis of the content of the respective professional profiles, where they exist, or on the basis of the required professional qualifications, and are evaluated and reviewed at regular intervals, in order to always be up to date and to ensure the completeness and reliability of the learning outcomes. .
2. The study programs link the learning outcomes with Credits, in application of the National Qualifications Framework and the ECTS (European Credit Transfer System), the performance of which allows both the matching of the acquired qualifications and the equivalence of the qualifications as well as the mobility between different education systems and different countries of the European Union.
3. The study programs of the specialties of A.E.K. are formulated and supervised in terms of their implementation by the G.G.D.B.M.
4. The certification of the study programs of A.E.K. is done by E.O.Π.Π.Ε.Π.

### **1.7. Curriculum Content - Study Guides - Technical Manuals**

1. In order to enable mobility between similar specialties, the desired learning outcomes are organized in thematic units (THE) which are distributed in T.E. trunk, common to all specialties of the same group, and specialty thematic units.
2. The TH.E. may be:
  - (a) Theoretical: They are intended for trainees to acquire the knowledge necessary to understand the subject matter of their training and the teaching takes place in classrooms or / and remotely.
  - (b) Laboratory: Aimed at consolidating the theoretical part of the training and learning skills, and are carried out exclusively

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- in laboratory areas or in a real working environment, depending on their nature and according to the provisions of the Study Guide.
- (c) Mixed: They require simultaneous theoretical training and acquisition of skills.
- (d) Seminar: They are made up of a variety of short-term thematic units and may require both theoretical training and skills acquisition
3. The content of the curricula of the specialties is reflected in the respective study guides, which are accompanied by Technical Manuals, in order to specialize the subject of teaching, to provide clear instructions to the instructors and to create the framework for the regular review of curriculum content, based on developments in intended learning outcomes.
  4. Study Guides and Technical Manuals include at least information on the following:
    - Professional profile / outline
    - Learning outcomes
    - Thematic units

Δες Credits

    - Match assignments and graduation rankings
    - Timetable
    - Instructions for examinations / assessment of knowledge, skills and abilities
    - Instructions for the certification of learning outcomes
    - Qualifications of trainers
    - Teaching methods
    - Equipment and teaching aids

### **1.8. Matching - Exchange Rates**

1. The matching of those acquired by A.E.K. qualifications with those acquired from another educational system or in another country of the European Union, is achieved through the connection of the degree of A.E.K. with the National Qualifications Framework and through the return of credits to T.H.E. of the study programs of A.E.K.
2. Through the exchange rate of the degree of I.E.K. with degrees of other educational institutions and / or other educational systems facilitates the

Stakeholder access to a variety of education and training pathways and to a variety of job markets.

3. In addition, for the connection of A.E.K. with other systems of technical vocational education and training, for which no connection has been made with credit units, the content of the study programs is examined and correspondence is made between

specialties, so that it is possible to enter the A.E.K. with the current terms and conditions.

4. The assignment of the specialties of A.E.K. with the specialties of other systems of technical vocational education and training, in order to be admitted to the AEK, regardless of the connection with credit units or not, is done by decision of the Minister of PAITHPA, while the equivalence of degree of A.E.K. with the diplomas of other institutions or systems is done by Ε.Ο.Π.Π.Ε.Π.

#### **1.9. Motility**

1. The public I.E.K. may participate in mobility programs, through which trainees can travel for a certain period of time to a country of the European Union, either for training or for internships in companies.
2. The graduates of I.E.K. through the connection of the degree and the qualifications obtained from the I.E.K., with credit units and with the National Qualifications Framework, they ensure access to various learning paths or to various labor markets of Greece and the European Union.
3. The complete and successful monitoring of individual TH.E. of A.E.K. provides a specific number of credits in accordance with the National Qualifications Framework and can lead to a certified qualification, based on the certification system of Ε.Ο.Π.Π.Ε.Π.

#### **1.10. Distance training**

1. In the competence of the G.G.P.S.B.M. is concerned with the use of new technologies and the promotion of the digital environment in lifelong learning programs, including distance education and the development of appropriate educational materials.

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2. The public I.E.K. It is possible to provide distance learning programs, the content of which is formulated by the G.G.P.B.M., as well as the content of the conventional study programs.
3. The distance training programs may concern all or part of the TH.E. of a specialty and can be combined with a presence in the room or laboratory, depending on the nature of the specialty.
4. The local Regions operate and manage the technology-supported learning platform, under the supervision of the G.G.D.B.M.

#### **1.11. workshop**

1. Graduates of I.E.K., before participating in vocational training certification exams, can participate in an internship program in the profession, in public sector bodies, in Legal Entities of Public or Private Law or in private companies.
2. The duration of the internship is six (6) months.
3. The six-month internship is optional, unless otherwise specified in the curriculum of a specialty.
4. The institutions, in which the internship takes place, can be sought by the graduates themselves, with or without the support of I.E.K.
5. The internship period must be continuous, except in cases of seasonal operations or temporary closure. Cases where (a) reasons of force majeure, such as natural disasters, health problems that require the cessation of the internship, etc., or (b) reasons beyond the fault of the trainee, which require the cessation of the internship, such as cessation of operation body, service or company, are examined by the following Internship Coordination Committee, which decides on the validity or not of the suspension of the internship and its continuation in the next year.

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6. For the above cases, which impose the cessation of the internship, the trainee must inform the Coordinator of the Internship or the Administration of I.E.K., within five (5) working days.
7. Trainees may not be absent from the internship for more than 15 days in total.
8. The six-month internship is considered as a recognized previous service for the granting of a license to practice.
9. The supervision, the coordination, the quality assurance and the evaluation of the internship, roles that can be assigned to the staff of the I.E.K., is carried out by:
  - (a) the *Internship Coordination Committee* : consists of the Director of the I.E.K., the Internship Coordinator and the Internship Advisor and its responsibilities include
    - the evaluation of the applications of the graduates in an internship program and the control of the relevance of the object of the internship with the object of training of the graduate
    - the regular monitoring, through meetings, of the implementation of the internship programs
    - taking decisions and measures to ensure the quality and effectiveness of internship programs
    - the overall evaluation of the effectiveness of the programs

- internship, based on the following reports of the Coordinator and the Advisor
- (b) the *Internship Coordinator* : its object is the connection of companies with the administration of I.E.K., the monitoring of the presence of the trainees in the internship, the utilization of the intern from the company in relation to the object of internship , the assurance of the quality of the trainee's working environment, the on-site inspection of the company, the keeping of an individual internship file, the preparation of relevant reports.
  - (c) the *Internship Counselor* : his / her subject is the sessions of individual and group counseling for the development of the skills of the trainees, the management of the trainees' relations with the employers (conflict management), the investigation of the employment prospect or the creation of employment of the trainee in collaboration with the coordinator (position subsidy, connection with others

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employment subsidy schemes), support for trainee mobility, the preparation of relevant evaluation reports

- 10. The graduates submit an application for participation in an internship program at I.E.K. the registered office of the institution, service or undertaking in which the internship will take place or, if it does not exist, the nearest one.
- 11. The exact terms, conditions and procedures of the internship are determined by a decision of the Minister of PAI.TH.PA.
- 12. The internship of the graduates of I.E.K. may be financed from national and / or Community funds, in accordance with the provisions in force at the time.

#### **1.12. Incentive and recognition**

- 1. For the promotion of A.E.K. in the context of the national development strategy, to the trainees of I.E.K. provided:
  - (a) incentives for enrollment or continuation of studies in AEK programs. in the form of tuition subsidy or certification exam subsidy, etc., with geographical, income, social and other criteria and
  - (b) commendations / awards with criteria related exclusively to the performance in their studies.
- 2. The exact terms and conditions for the provision of incentives and the granting of praises / awards are determined by decisions of the Minister of PAI.TH.PA., which are applied by the local I.E.K.

### **1.13. Tuition - Examination**

1. For the monitoring of an AEK program. in public I.E.K. is determined by a decision of the respective Minister PAITHPA the amount:
  - (a) Tuition fees by specialty
  - (b) Of the tuition fees per TH.E. in case of repeated monitoring of TH.E.
  - (c) Of the tuition fees per TH.E. in case of attendance of individual TH.E.
  - (d) The examination fees, in case of re-examination

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2. Tuition fees can be differentiated by Region, by specialty, by semester of study, depending on the type of program (distance or live), per course, etc. according to a decision of the Minister of PAI.TH.PA.
3. Tuition fees can be differentiated depending on the financial, family or social situation and the special needs of the trainees (financially ill, large families, disabled, etc.), according to a decision of the Minister of PAI.TH.P. A.
4. Tuition fees do not differ based on whether the trainees come from a European Union country or not.
5. Tuition includes the cost of consumables, laboratory materials and any other costs related to the provision of training. No other financial burden may be added afterwards, other than the tuition fees already set.
6. Tuition fees may be paid in installments as follows:
  - (a) First installment: 40% upon registration or renewal of registration
  - (b) Second installment: 30% five weeks after registration or renewal of registration
  - (c) Third installment: 30% eleven weeks after registration or renewal of registration
7. In case the trainee interrupts the study through his / her fault, the tuition fees that have been paid in part or in full are not refunded.
8. In case of transfer of a trainee to I.E.K. of another Region and if the tuition fees are differentiated, the trainee is obliged to pay the amount of the tuition fees, which is valid in the Region, to which he is transferred.

### **1.14. Responsibilities - Transparency**

1. The provision of A.E.K. is governed by an institutional and regulatory framework such as this, which allows the distinction of roles and responsibilities, the decentralized

execution of the operating and management procedures of I.E.K. and decision making, with simultaneous

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ensuring the controlled version of the educational framework and the special terms and conditions of operation and management by the Central Administration.

2. More specifically, during the provision of A.E.K. from the public I.E.K., the general framework of responsibilities, according to the current institutional framework, is as follows (a) Υ.ΠΑΙ.Θ.Π.Α: Takes decisions and institutionalizes the educational framework, the  
procedures of organization and operation of I.E.K. and tuition.  
(b) G.G.D.B.M. : Formulates and supervises the implementation of the educational framework by the Regions.  
(c) Regions: Organized and operated by I.E.K. their responsibility, on the basis of the current institutional and regulatory framework and through the competent bodies (Regional Council, P.E.E.K., Service Units D.B.M., I.E.K. Administration)
3. In addition, the decisions taken at all stages and all phases of planning, organization and provision of AEK, through public I.E.K. are made public in accordance with the applicable provisions, thus ensuring the transparency of the AEK system.

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## 2. QUALITY ASSURANCE

### 2.1. Self-assessment - Quality indicators - Targeting

1. In order to ensure the quality of the provided training, the public I.E.K. implement, on an annual basis, a self-assessment in accordance with the established framework for quality assurance.
2. Self-assessment includes the evaluation of both the policies and procedures implemented and the evaluation of measurable performance results.
3. The measurable results are related to the quality indicators, including the main quality indicators of the framework, which the Administrations of the public I.E.K. must be targeted and monitored systematically, under the supervision of the G.G.P.B.M. and the implementation support by E.O.P.P.E.P.
4. The measurable results of the quality indicators must be registered at regular intervals in a special database, according to the procedures that have been established, in order to create the necessary background for the comparative evaluation between I.E.K. and therefore to mobilize the continuous improvement of the services provided.

### 2.2. Formative evaluation - Research

1. The annual self-evaluation of public I.E.K., is based, among other things, on the results of formative (on going) evaluations and surveys, which indicatively include:
  - Trainee research  
Εκπαιδευ Instructor research
  - Graduate research
  - Employer survey
  - Evaluations of managing authorities  
Σεις Evaluations by the G.G.D.B.M. (see 2.3)
2. The tools for conducting the surveys (questionnaires) are provided by the G.G.P.B.M., in order to ensure the homogeneity of the collected data, while

surveys can also be conducted at a central level, the results of which are promoted to local I.E.K. for improvement measures.

### 2.3. External Evaluation - Audit

1. The results of the annual self-evaluation, as well as the material, which documents its findings, including the research and evaluations of the previous paragraph, are evaluated by a group of specially trained evaluators, recommended by the EOPPE. .PI.
2. In addition, the observance of the rules and regulations related to the structures, the study programs, the provision of the educational work and in general the operation of the public I.E.K. is the responsibility of the G.G.P.B.M. and the EOPPEP, based on their responsibilities. In this context, these bodies may carry out audits throughout the year, the results of which are communicated to the Regional Councils.
3. The results of the self-evaluations and all kinds of external evaluations are communicated to the G.G.D.V.M., which prepares a comprehensive annual report on lifelong learning in Greece.

#### **2.4. Adequacy of trainers and teaching aids**

1. An Adult Educator is defined as a professional who has the formal and substantive qualifications for the exercise of his profession and the required certified Educational Adequacy for general adult education and vocational training in the context of Lifelong Learning, as defined in a valid Certified Adult Instructor Professional Profile.
2. Adequacy and continuous updating and updating of trainers' qualifications and the use of appropriate teaching methods and tools, including adult education techniques, are essential prerequisites for ensuring the high quality of the training provided.
3. For this reason the study programs include clear directions regarding the qualifications of the instructors per HE. and with the required educational tools, methodologies and tools.

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### **3. STUDY**

#### **3.1. Year and semesters of training**

1. Every year of training of I.E.K. begins on 1 September and ends on 31 August of the following year. It includes two independent training semesters, winter and spring, the beginning and end of which are as follows:
  - (a) The winter training semester begins on October 1 and ends on February 14 of the following year.
  - (b) The spring semester of training begins on 15 February and ends on 30 June of the same year.
  - (c) Each semester of training includes up to 14 full weeks and 2 weeks of examinations - results.

2. The training of each semester is complete, when all the hours provided by the curriculum have been completed. In case in which in one or more I.E.K. no training is provided, in total or at the level of a thematic unit, for any reason:
  - (a) The training is supplemented by increasing the hours of the daily or weekly program, under the responsibility of the Management of I.E.K.
  - (b) Training is completed immediately after the end of the training weeks, within the duration of the training semester.
  - (c) The training of the semester is extended accordingly, by decision of the General Secretary of D.B.M. in exceptional cases and if the above possibilities have been exhausted (a) and (b)
3. The exact schedule of the works that take place in the I.E.K., such as registrations, transfers, etc., on an annual or semi-annual basis, and are described below, is formed and sent to the I.E.K. from the G.G.P.S.B.M.

### **3.2. Duration of topics - attendance - number of trainers**

1. The duration of the hourly teaching of all TH.E. is determined in 45 minutes or as otherwise determined by a decision of the General Secretary of D.B.M. for I.E.K., where there is a need for differentiation due to exceptional conditions.
2. The teaching of laboratory TH.E. or the laboratory part of the mixed TH.E. it can be done continuously for up to three (3) teaching hours.

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3. The duration of the breaks is set at 5 minutes, except for the third break which can reach 15 minutes.
4. In the cases of continuous teaching of the laboratory TH.E. or the laboratory part of the mixed TH.E. the break will be cumulative.
5. After the instructor enters the classroom or the laboratory, trainees are not allowed to enter.
6. Attendances are mandatory per training hour, at the beginning of the class and under the responsibility of the instructor or trainers.
7. The number of trainees per trainer is regulated by a decision of the General Secretary of D.B.M.

### **3.3. Holidays**

1. Training and all kinds of training procedures shall not take place during the following time periods:
  - (a) Holidays:

- i) Christmas, from December 24 to January 6.
  - ii) Easter, from Holy Monday until the Friday of Diakainisimo.
  - iii) Summer, from July 1st to August 31st.
- (b) Public holidays:
- i) October 28th
  - ii) March 25th
  - iii) 1st of May
  - vi) Holy Spirit
  - v) Shrove Monday
- (c) Also:
- i) January 30th
  - ii) November 17th
2. During the days that have been characterized as local holidays in the headquarters of each I.E.K., due to a religious or other holiday.

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### **3.4. Selection of Trainees**

1. The Head of the D.B.M. Unit. of each Region, at least three (3) days before the date of submission of applications of the candidates, announces a table with the specialties, which has been initially decided that they will operate in the I.E.K. responsibility of the Region.
2. The applications for participation for selection, accompanied by the required supporting documents, are submitted to one of the I.E.K. in which he wishes to study, every September for the winter semester and every January for the spring semester, as this will be determined, by the schedule of activities of the semester issued by the G.G.D.B.M., before the beginning each semester of Training.
3. The Directorate of I.E.K., within five (5) days from the expiration of the deadline for submission of selection applications, registers the data of the candidates' applications in an information system, which is managed by each Region.
4. The service unit D.B.M. of the Region prepares and announces an evaluation table by specialty with scoring. The tables contain in detail the selection points by category and, cumulatively, for all candidates, selected and runners-up.
5. Supporting documents for the selection of trainees are the following:
  - i. Relevant application in which the nominal details, the identity details and the residence address of the candidate will be written, as well as the order of

preference of the specialties that will be operating in the I.E.K. [mandatory]

- ii. The respective original degree (diploma or degree), of which a photocopy will be issued with the care of I.E.K. for its use in the selection, and the original title will be returned to the candidate. In case it is impossible to present the original title, either an original proof of degree will be presented, which will be issued by the candidate's Graduation School and which will state the final degree, or any other document provided by the applicable legislation. [mandatory]

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- iii. Police ID card or Passport or other document provided by the applicable legislation, the photocopy of which can be validated by the I.E.K. In case of lack of a Police ID or Passport, a Municipal Certificate [mandatory] will be presented.
  - iv. Certificate of IKA or Public Service, which will indicate the previous service (salaries or years) that the candidate may have performed in a specific profession and specialty or certificate of Public Financial Service (D.O.Y.), in which the exercise time will be indicated specific performance by the candidate.
  - v. Proof of previous service is the sole responsibility of the candidate.
  - vi. Certificate of marital status for a parent with many or three children or a child of a large or three-child family, with the restrictions set by applicable law.
  - vii. Certificate of knowledge of English language, First Certificate level or other defined language other than Greek, corresponding level, in specialties which are determined by a decision of the G.G.P.B.M. [mandatory by specialty]
  - viii. Especially for the registration of foreign nationals from countries outside the EU, within the EU. and expatriates are required to submit the supporting documents provided by the Y.A. Δ / 13074 / 7.6.00 (Government Gazette 780 / 23-6-2000), as in force.
6. The following shall be taken into account for the scoring of candidate trainees:
- i. The degree of the degree, which is required for admission to the I.E.K. The points given by the title are as many as the general grade, by converting the fractional part to decimal. In case the degree is expressed in a different from the twenty-degree scale, it is reduced to a twenty-degree scale.
  - ii. Previous service in the specialty either in the public or in the private sector: For every 200 salaries, rounded to the nearest 200 or per one year of service rounded to the nearest whole year, 5 points with a maximum of 20.
  - iii. The age of the candidate, 2 points per year after the 18th to the 21st, with a maximum of six (6) points. The starting point is January 1 of the year of birth.
  - iv. The status of a parent with many children or a child of a large family, as evidenced by a certificate from the Municipality or an official document of the

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- v. The status of a parent with three children or a child of a family with three children, as evidenced by a Municipality certificate, three (3) points.
  
7. Especially the Greek Cypriots from the occupied areas of Cyprus or the members of the Greek minority of Albania can enroll in the public IEK in a certain percentage on the determined capacity of the departments, according to a decision of the Regional Councils and based on the provisions of Y.A. . Δ / 13074 / 7.6.00 (Government Gazette 780 / 23-6-2000), as in each case.

### **3.5. Registrations**

#### (a) Initial Registration

1. For the finalization of the registration of the selected candidate trainees, the timely submission to the I.E.K. is required, from which the following were selected:
  - relevant registration application
  - Proof of payment or payment of the first installment of tuition fees at the contracted Banks
  
2. The non-submission of the relevant application for registration in the I.E.K. and the proof of payment of the first installment of the tuition fees, within the deadlines set in the action schedule of the semester issued by the G.G.P.B.M., means the non-acceptance of the choice by the candidate.
  
3. The day after the expiration of the registration date of the selected, the I.E.K. inform the DBM service unit about the vacancies per specialty and the selection process is repeated for the shortlisted candidates.
  
4. The newly selected candidates are then invited to declare their acceptance of their choice by submitting a relevant application for registration and proof of payment or payment of the first installment of tuition fees, within the deadlines set by the training schedule, as follows:
  - (a) On the morning of the 1st day of registration of new selected / runners-up of each I.E.K. posts a selection list of candidates and invites the selected candidates to finalize their registration, within two working days.
  - (b) If even after this procedure the vacancies of the departments are not filled, in the following days they are invited by the I.E.K. in order the new runners-up arising from paragraph 3.5A3 above.

(b) Renewal of Registration

1. The trainee is enrolled in the next semester of training, provided that the conditions of paragraph 3.9 are met.
2. The renewal of the registration, under the above conditions, is carried out by submitting a relevant application and proof of payment of the first installment of the semester tuition fees, always before the beginning of the training of each semester and according to the training schedule.
3. In cases of renewal of the enrollment after the beginning of the training of the new semester, the absences that took place until the date of re-enrollment are registered and counted for the characterization of the trainees' attendance, if this is due to their fault.

(c) Finalization of Department operation

1. The final data of registrations / renewals of registration by specialty and I.E.K. are promoted by the Administrations of I.E.K. in the Service Units D.B.M. of the Regions, where the adequacy of the number of trainees per Department is checked and it is decided by the Regional Governor whether or not the operation of the ones proposed by the I.E.K. sections.
2. If one of the departments decides not to operate, then in collaboration with the I.E.K. and / or with the Financial Services of the Region the registered are informed and the changes are arranged (transfer of registered between I.E.K., integration of registered in other specialties, refund).

**3.6. Rankings**

1. With decisions of the G.G.P.B.M. graduates of I.E.K. may be classified in a semester of training of another specialty, of the same field,.
2. The graduates who wish to be classified submit a relevant application and the Vocational Training Certificate to the I.E.K. their graduation, twice a year and according to the schedule of paragraph 3.1.3, issued by the G.G.P.S.B.M.

3. The classification of graduates is not done for a specific I.E.K. but for a specific specialty, according to the instructions contained in the study guides.
4. Their registration in the I.E.K., which offers it, is done by them, within five

(5) days from the date of commencement of the training and as long as there are vacancies.

5. The decisions of classification of graduates of other specialties cease to be valid in case there is a modification or change of the syllabus and schedule of the specialty

### **3.7. Exemptions for thematic units**

1. In case a candidate trainee has a certificate in the use of PC and a certificate of language proficiency of level at least B2, he / she is exempted from the respective level of relevant HEIs, unless otherwise specified by the Study Guide. The trainee candidate is not exempt from the special terminology in a foreign language, with the exception of those mentioned in the next paragraph 2.
2. The trainees are given the possibility of exemption from TE, in which they have a certified qualification, not excluding TH. internship, upon their request, which is examined by the G.G.P.B.M. / Ε.Ο.Π.Ε.Π.

### **3.8. Transfers**

1. A trainee in a Public I.E.K., who wishes to transfer to another Public or Private, submits an application to the I.E.K., which is prepared, within 15 days from the publication of the results of the Final Examinations of the spring semester training, and within five (5) days from the issuance of the results of the Final Examinations of the winter semester of training, stating the reasons, the order of preference of the I.E.K., where he wishes to be transferred, and submitting the relevant supporting documents.
2. In particular, the timely application with the supporting documents, accompanied by a relevant suggestion of the Management of I.E.K. is transmitted to the Service Unit Δ.B.M. of I.E.K. the day after the expiry of the above deadline, which examines the request, in cooperation, for this purpose, with the relevant service unit

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Δ.B.M. of the Region, in which the I.E.K. is included, where the trainee wishes to be transferred.

3. Then, the Head of the service unit B.B.M. issues a decision approving or rejecting the transfer request, forwards it to the I.E.K., to which the request was submitted and notifies it to the I.E.K., to which the trainee wishes to be transferred.
4. In case of approval of the transfer request, the I.E.K., from which the trainee is transferred, forwards the file of the trainee to the I.E.K., to which he is transferred, keeping a copy of it.

5. As an exception, only for cases of change of residence or when there are serious reasons (social, economic, health, etc.), the service unit D.B.M. and only for the winter semester of training decides to approve or reject by its decision, overdue transfer applications, provided that at least five (5) days have been submitted before the start of TH.E. of the winter training semester.
6. The following applies to all transfers:
  - i. In order to submit a transfer request, it must operate at the I.E.K. that the trainee wishes to transfer to the corresponding semester of training of his specialty.
  - ii. At the beginning of the new semester, the trainee is trained at the I.E.K., to which he was transferred.
  - iii. In cases where the transfer decision has not been issued by the date of commencement of the new semester of training, the trainee is trained in the I.E.K., which is written.
  - iv. Transfer to the first semester of training is excluded.
  - v. Withdrawal of transfer for the same semester is excluded.
  - vi. Return of the trainee to the initial I.E.K. performed with a new transfer.
7. They may be transferred to a public I.E.K., after a selection process, trained by the I.E.K., who are educationally supervised by the G.G.D.V.M. (including private I.E.K.) and I.E.K. other Ministries.

### **3.9. Assessment of knowledge, skills and abilities**

1. The evaluation of the knowledge, abilities and skills of the trainees per TH.E. is made based on the Technical Manual of TH.E. and includes: (a) Progress examination, (b) Final examination and (c) Evaluation of participation in group and individual work.
2. Regarding the **progress exams** the following applies:
  - (a) In all TH.E. Each semester of training a progress test is performed between the 8th and 10th week of training.
  - (b) The topics of the progress exams are defined by the trainer. (c) The maximum duration of each progress test is two (2) hours.
  - (d) Participation in the progress examination is mandatory for all trainees.
  - (e) In case of absence of a person trained by a progress examination for proven reasons of force majeure or serious illness, the administration of I.E.K. decides on the examination of the trainee during the next teaching or at a time and place designated for this purpose in collaboration with the instructor.

- (f) The grade of the progress examination, together with the written, proof of the grade, are submitted to the secretariat of the I.E.K., until the last day of the 10th week of training of the semester. The trainees receive knowledge of their score under the responsibility of the administration of I.E.K., which also takes care of the management of possible disputes.
3. Regarding the **final exams**, the following applies:
- (a) At the end of each semester, the final examinations (T.E.) are held in each HEI.
- (b) The manner of conducting the (T.E.) for each TH.E. determined by the Technical Manual.
- (c) The topics of the final exams are defined by the instructor. (d) The duration of each progress test is two (2) hours.
- (e) Trainee, who is absent from the final examination of TH.E. for reasons of force majeure or serious illness, which is proven by a competent Public Body, submits an application to the administration of I.E.K. together with the relevant supporting documents, always before the publication of the semester results. The administration of I.E.K. in collaboration with the instructor, suggests to the Service Unit D.B.M. of the Region:

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- j. The examination of this trainee during the current examination period, if there is a possibility of an individual examination, or
- u. His examination in the next examination period without the obligation of re-attending the HE or the TH, from the final examination of which he was absent and without the right to enroll and study in the next teaching semester.
4. Regarding the **evaluation of participation in group and individual tasks** , the following applies:
- (a) The topics of the assignments are defined by the instructor.
- (b) The work includes at least one group and one individual.
- (c) Instructions for the subject matter of the works are given in the Technical Manual of TH.E.
5. Both during the progress exams and during the final exams, the subjects are listed on a sheet that states the title of the I.E.K., the specialty, the date, the semester and the year of training, the title of the exam .E., As well as the name of the instructor - speaker. It also states the time provided for the examination and whether the subjects are equal in the grading.
6. After their approval by the Director or the Deputy Director of I.E.K., the issues are reproduced in the presence and responsibility of the speaker and are handed over to the trainees for processing. The original of the subjects is delivered to the secretariat for archiving.

7. Clarifications on the topics and any instructions are given only in writing on the topic form. Further clarifications should be avoided and should preferably be given in writing and with a new view of the IEK administration.
8. The answers may be given by the trainees on the sheet or the sheets of the topics or on independent sheets, which are delivered to the examinees at the same time with the topics, in which they indicate their name, code number, specialty, semester, the department, the TH.E. and the date of examination.
9. In all cases the question and answer sheets are returned to the rapporteur or the designated supervisor, after the processing of the questions.

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10. The rapporteur or supervisor, after deleting any gaps in the answer sheets, initials at the end of the negotiation of the issues, counts the submitted papers and compares them with the situation of the trainees, who had the right to participate in the examination, certifies the absentees and writes their names in the examination file.
11. Then he comes to the secretariat of I.E.K. where the employee, who has been appointed by the administration of I.E.K., receives the writings and charges them to the rapporteur with a protocol of delivery and receipt for correction.
12. The trainer scores by indicating numerically the performance of the trainee in each sub-topic. At the end he writes the total score of the writing on the front right edge, in full and numerically and signs. In case of incorrect scoring, he deletes the errors with a diagonal line and rewrites the final element, placing his initials next to the deletion.
13. The rapporteur, within a maximum of two (2) working days from the date of examination of the Thesis, returns and delivers, with a relevant act of delivery - receipt, the writings and the accompanying statement of numerical score to the Secretariat of I.E. K.
14. The trainees receive knowledge of their grades under the responsibility of the administration of I.E.K., which also takes care of the management of possible disputes.
15. A trainee who for any reason does not attend the exam is graded with a score (1). Also with a unit (1) is graded the writing of the trainees, who either prevent the smooth conduct of the examination, or in any way copy. In these cases, a brief report is drawn up by the supervisors on the trainee's writing and any supporting documents are attached.
16. Trainees who are unable to take a written examination because:

- (a) They are blind, according to Law 958/79 (Government Gazette 191 τ.ΑΔ) or have a degree of disability in their vision of at least 80%
- (b) Have at least 67% permanent or temporary motor disability associated with the upper extremities.

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- (c) They suffer from spasticity of the upper limbs
  - (d) They suffer from a fracture or other temporary damage to the upper limbs that makes it impossible to use them for writing
  - (e) Their performance in TH.E. can not be checked by written examinations only due to a specific speech disorder (dyslexia)
17. For cases a to d, an opinion is required according to the current disability certification system of the relevant health committee , while for case e, a special diagnostic report is required from a recognized public medical center or station or K.D.A.Y., which certifies that it is impossible to test knowledge by written examination only due to dyslexia. This diagnostic report is valid for three (3) years from its issuance. Diagnostic reports that do not show impossibility of the written examination due to certified dyslexia are not accepted.
18. The trainees of the above paragraph 17 are examined in the same subjects, in which the other trainees are examined, and at the same time. The examination is conducted orally by the teaching instructor of TH.E. before the Deputy Director. At the end of the exam the instructor writes the grade of the examinee on the answer sheet and signs. The Deputy Director also signs the answer sheet as "present".

### **3.10. Grading**

1. The performance of the trainees in the progress examination, constitutes the degree of progress (B.P.) of the semester in TH.E.
2. The performance of the trainees in the final exam is the grade of the final exam (BTE) of the semester in TH.
3. The performance of the trainees in the works, constitutes the degree of work (B.E.) of the semester in TH.E.
4. The final score (T.B) of TH.E. is formed by 50% of the grade of the written final semester examination and by 50% of the weighted average of the grade of progress (B.P.) and the grade of work (B.E.), rounded upwards to the nearest whole number is .

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5. The weights of the degrees of progress (B.P.) and tasks (B.E.) are determined in the Technical Manual of TH.E.
6. When a laboratory TH.E. taught by more than one instructor, each grading independently. The average of these scores is the score of the exam, progress or final (B.P. or B.TE.).
7. The grade of the mixed Thesis examination, progress or final (B.P. or B.TE.), is the average of the individual examination scores of the theoretical and laboratory part.
8. No final grade is issued in TH, for which the attendance of the trainee has been characterized as insufficient, according to the provisions of paragraph 3.10 below.
9. The sum of the final score of all TH.E. training, including, in case of classification, and those whose score has been secured, divided by the number of T.E. is the general average score (G.M.O.B) of the trainee in this semester.
10. Where exemption from TH.E. is provided, the number of these TH.E. is not calculated during the calculation of the G.M.O.B.
11. The rating scale is set from 01 to 20.

### **3.11. Trainee progress**

1. The trainee is enrolled in the next semester of training, if he is not obliged to re-follow TH.E. and one of the following conditions is met:
  - (a) The final score in each TH.E. is at least ten (10).
  - (b) It lags behind in only one HE, while the general grade point average (G.M.O.B.) of the semester, including the one that fell behind, is at least ten (10).
2. In the above case 1b, the trainee is obliged to be re-examined in the TH, which has fallen behind, in the examination period of the semester he is attending. The score of this exam is the new final score in TH.E.

3. If the new grade is not at least ten (10), the trainee does not acquire the right to enroll in the next semester, but may come for re-examination in any examination period, until he acquires the right to enroll in the next semester.
4. In any other case, the trainee is obliged to repeat the training only in TH.E. of the semester, in which it fell behind.

5. If in the I.E.K. there is no specialty and semester department in TH.E. of which the trainee fell behind in grades or had insufficient training, the following possibilities are given:
  - (a) For the monitoring of TH.E. the trainee is included in a specialty department of the respective semester, in the same or in another I.E.K., where the TH.E. are taught. who must attend. It is also possible to join more than one department for this monitoring and according to the program of these departments. This trainee participates in the training processes, just like the other trainees.
  - (b) To create the I.E.K., upon its proposal and approval by the Service Unit D.B.M., a special fast-track department, for the trainee or trainees, who cannot be dealt with above possibilities, in a schedule served by the I.E.K. and only once for each TH.E. These special departments operate only if the trainees arrive regularly and their operation ceases when the trainees' attendance becomes insufficient. This opportunity is given only in the last semester of training
6. In each case, the trainees submit to the Administration of I.E.K. relevant application, always before the beginning of the training semester.
7. If in the I.E.K., in which the trainee acquired the right to register, part of his specialty does not work, then he can:
  - (a) To be transferred to a corresponding department of the same specialty of another I.E.K. with the terms and conditions referred to in this Regulation
  - (b) To maintain this right until the operation in the I.E.K. specialty department in which he acquired the right to register.
  - (c) To request his classification in a semester of training of another specialization of the same group of specialties that operate in the I.E.K. with the terms and conditions referred to in paragraph 3.6.

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### **3.12. Characterization of Study**

1. Attendance is mandatory for all TH.E.
2. Attendance at each HEI is characterized as sufficient, in which the trainee noted a number of hourly absences less than or equal to 20% of the total scheduled teaching hours of the HEI. during the semester, rounded to the nearest whole number.
3. In exceptional cases, and after a documented suggestion of the Management of I.E.K. the aforementioned limit can be increased by 5% per TE, but in no case the total absences of all TE. in the training semester should not exceed 20% of the total training hours provided.
4. In any other case the attendance is characterized as insufficient.

5. The characterization of the training of the trainees is done after the end of the teaching of TH.E. of the semester. The Management of I.E.K. announces the results of the characterization of the study to the trainees, the day after the end of the teaching of TH.E. of the semester.
6. If during the semester, a trainee completes a number of absences greater than 25% of the total of the scheduled hours of the semester, per HE, the Management of I.E.K. by act of the Director, he immediately terminates his studies. In case of a trainee, obliged for military service, the competent Military Office is informed.
7. The trainee does not have the right to attend the final exams of the semester of training of TH, in which his / her attendance was characterized as insufficient. The TH.E. he is obliged to attend again, without the right to enroll in the next semester.
8. Trainee in the initial semester of training whose attendance in all TH.E. is deemed insufficient, is obliged, in order to be re-registered, to be re-selected with the procedures of this decision.

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### **3.13. Graduation**

1. The trainee graduates, if he / she is not obliged to re-graduate in the Thesis, according to the provisions of paragraph 3.9 above, and his final grade in each Thesis. is at least ten (10).
2. If it lags behind in only one HE, while its general average score (G.M.O.B.) in all TH.E. of the semester, including the one that fell behind, is at least ten (10) complete, the trainee is obliged to be re-examined in TH.E. which lagged, in subsequent examination periods until the new score of the final examination is at least ten (10).
3. In any other case, the trainee is obliged to attend only the TH.E. of the semester, in which it fell behind.
4. If in the I.E.K. if part of his specialty does not work, then the provisions of paragraph 3.9 apply.

### **3.14. Educational Contract**

1. The trainees together with the instructor, during the first training meeting, draw up and co-sign an training contract, which will govern the entire training semester.

2. A draft text of the educational contract is prepared by the G.G.P.B.M. and specializes in the above meeting, based on the particular characteristics and educational needs of the trainees.
3. In any case it is prohibited
  - (a) causing damage to classrooms, public and laboratory areas, exercise rooms and all types of equipment.
  - (b) the use by trainees of all kinds of tools, machinery and other installations and equipment without the permission, supervision and presence of their instructor.
  - (c) the consumption of food and drink and the use of mobile phones during teaching
  - (d) smoking inside the premises of I.E.K.
  - (e) the videotaping and / or videotaping within the premises of I.E.K. without the written permission of the management of I.E.K.

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4. Any derogation from the above is checked and the following sanctions may be imposed:
  - (a) *Observation* : The observation is imposed by the instructor and / or the administrative bodies of I.E.K. and is a warning to the trainee to impose a heavier sanction, in case of a new deviation from the appropriate behavior.
  - (b) *Hourly dismissal from training* : Hourly dismissal from the course is imposed by the instructor.
  - (c) *Dismissal for up to three (3) days* : Dismissal for up to (3) days by the Director or the Deputy Director of I.E.K.
  - (d) *Interruption of training* , from one to three semesters: Interruption of training, from one to three semesters, is imposed by a three-member committee, consisting of the Director of IEK, the Deputy Director and the senior at the I.E.K. by the instructors of the department, and in case of the same seniority the one proposed by the Deputy Director. It is possible to review this sentence, at the request of the trainee, by the Regional Governor. In this case, the committee that imposes the penalty must submit a report, which justifies its decision to the Regional Governor.
5. All the above sanctions are registered in the book of imposition of sanctions, by the one who imposes them. For behavior of trainees, which falls under the provisions of the above paragraphs, a report is prepared by the one who found the offense and is submitted to the Administration of I.E.K.
6. In case the trainees intentionally damage the material of the I.E.K., in addition to the sanction that is imposed, they are obliged to fully restore the damage they caused. In all cases it is possible the administration of I.E.K. to bring crimes to justice.
7. The co-signing of the training contract means the unconditional acceptance of its terms by trainees and trainers.

### **3.15. Payment of tuition and exam fees**

1. Tuition is paid in accordance with the provisions of paragraph 1.13.6. In any case, all or the first installment of the tuition must be paid before the beginning of the semester.

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2. The non-payment of tuition fees for each semester implies the non-registration of the candidate for training in this semester.
3. By decision of the Minister of PAI.THPA. Upon the recommendation of the Regional Councils, trainees whose families reside permanently in areas of emergency (eg earthquake, flood, fire victims) may be exempted from the obligation to pay tuition fees, and for as long as the case may be. essential.
4. In case of repetition of the IE attendance, due to absences or reduced performance, tuition fees are paid for each IU. per semester. In this case no fees are paid.
5. The tuition fees of the above paragraph are paid before the beginning of the semester of training, with a request for re-monitoring of the trainee.
6. In case of review of TH.E. semester without follow-up, for any reason, a fee is paid by the trainee.
7. The examination fees are paid, before the beginning of the examination period, at the request of the trainee for his / her participation in the re-examination.

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## 4. TRAINERS

### 4.1. Selection

1. The positions of trainers of the public I.E.K. proclaimed by the Regions.
2. The notices shall state:
  - the training semester
  - the specialties that have been decided to operate in the IEK of each Region
  - τις Θ.Ε. per specialty with reference to their type (theoretical - laboratory - mixed) and the teaching hours provided by the curriculum per TE.
  - the beneficiaries of participation
  - the required supporting documents
  - the selection criteria
  - the employment relationship
  - the manner and the maximum date of submission of the trainers' applications
  - the process of submitting and managing any objections at all stages of selection
3. All individuals, as well as those with any employment relationship in the Public Sector, who have the legal formal qualifications, have the right to submit an application.
4. The qualifications that the instructors must have are described in the approved and published curricula of the initial vocational training specialties.
5. Prerequisite for submitting an application is the registration of the candidate instructor in the Sub-Register of Instructors AEK.
6. The selection of the trainers is made by a 3-member committee consisting of the Director of I.E.K., the Head of the service unit D.B.M. and a member appointed by the G.G.D.B.M.

7. For the selection of the trainers the following are taken into account in relation to the respective TE:
  - work experience,
  - teaching experience,
  - specialization in the subject matter they wish to teach,
  - the relevant postgraduate qualifications,

- the performance, the consistency and the level of cooperation in the case of previous cooperation with the I.E.K.
  - social criteria.
8. A project contract is signed between each selected instructor and the District.
9. The contracts shall state, inter alia:
- the thematic units to be taught
  - the number of teaching hours,
- Or the hourly wage and
- the obligations of the parties

#### **4.2. Evaluation of trainers**

1. The evaluation of the trainers takes place
  - (a) by the trainees themselves upon completion of the teaching of TH.E. and using a special evaluation questionnaire.
  - (b) by the Director of I.E.K., who evaluates the results of the questionnaires and the general experience from the cooperation with the instructor.
2. Evaluation reports of the trainers are prepared by the Directors of I.E.K. with the completion of each semester of training and are observed in the local I.E.K. within the trainers folders.
3. The instructor is obliged with the completion of the teaching of TH.E. to prepare an evaluation report, in which he mentions his remarks and possible suggestions for improvement regarding the components of the educational process (curriculum, equipment / laboratories, organization, cooperation, trainees, etc.) and which he forwards to the Director of IEK.

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4. The evaluation reports of the trainers are taken into account during the above selection process.

#### **4.3. Instructor training**

1. It is the responsibility of the instructors to be constantly informed and to renew their knowledge regarding both the subject of the Thesis they teach, as well as in relation to the teaching methods they apply, and the educational material that distribute and / or notify trainees.
2. However, the G.G.D.V.M., in the context of ensuring the quality of the vocational training provided, may organize and conduct training seminars for the development of

the qualifications of trainers, especially in matters of adult education and vocational training.

## **5. ORGANIZATION - ADMINISTRATIVE OPERATION**

### **5.1. Organizational structure - Responsibilities**

1. Administrative bodies of I.E.K. is the Director and the Deputy Director, with the following responsibilities:
  - (a) The Director heads the I.E.K. and is responsible for its organization and operation within the framework of current legislation, decisions and instructions of the competent administrative bodies of the Region, the G.G.D.B.M. and the Υ.ΠΑΙ.Θ.Π.Α.
  - (b) The Deputy Director replaces the Director of I.E.K. when he is absent or hindered and is responsible for planning the implementation, monitoring and ensuring the quality and effectiveness of the training programs provided.
2. The Director has knowledge and experience in the field of initial vocational training, in the management of the educational unit, in the management of human resources, in the education of adults, knows very well the development possibilities but also the

work needs of his area, has relevant know-how from participation in the pedagogical - productive - business activity of his place. It can be an educator (available through regional management) or a civil servant or employee of the Region, with the aforementioned knowledge and experience or even an individual with relevant formal and substantive qualifications (provided that the salary is ensured by the region).

3. The Deputy Director has knowledge and experience in didactics of initial vocational training, in adult education, in the training of trainers, can monitor and supervise the educational process, but also coordinate the evaluation process.
4. Prerequisites for the position of Director or Deputy Director of D.IEK are the possession of a postgraduate degree, knowledge of a foreign language and knowledge of the use of computers.
5. In each I.E.K., to support this project, the following units operate:
  - (a) *Department of Financial and Administrative Affairs* : This department includes all issues related to all nature and employment relationship of I.E.K. and its administrative and educational function such as:

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registrations, transfers, rankings, absenteeism registrations, grades, student ratings, publication of results, issuance of titles, certificates the study certificates and keeping relevant records. Also, this section includes all issues related to the financial and other benefits of I.E.K. to the trainees and respectively their financial obligations as well as the general support of the financial management of I.E.K. in cooperation with the Economic Directorates of the Regions and within the framework of the existing procedures. Finally, this Department also includes issues of technical support, maintenance and supplies for which it cooperates with the respective units of the Region.

- (b) *Secretariat Office* : This office covers all matters relating to the keeping of correspondence, the handling of documents, their archiving and the editing of the Director's correspondence as well as the reproduction of documents and other printed material.

#### **5.2. Training of administrative staff**

1. To ensure the adequacy and constant renewal / updating of the qualifications of the administrative staff of I.E.K. the G.G.D.B.M. takes care of
  - Έκδοση The issuance of manuals, instructions and circulars
  - Ποίηση The implementation of informative meetings
  - Conducting training programs and educational meetings (work shops)

- Conducting training programs for the administration of educational units, especially for Directors and Deputy Directors in collaboration with EOPPEP and EKDA.
2. It is the responsibility of the Administrations of I.E.K. the active participation in the above as well as the submission of relevant proposals to the G.G.P.B.M., in the context of the practices referred to in paragraph 5.3.

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### **5.3. Educational meetings**

1. In order to ensure the quality of the provided training, by taking timely and effective measures, which take into account the views of both the Administration and the teaching staff of the I.E.K., they are carried out at regular intervals and at least three times per semester group meetings of the Management of I.E.K. with the trainers, during which topics are discussed, such as  
*Ανάγκες* Educational needs and special characteristics of trainees
  - Performance and behavior of trainees
  - Availability and adequacy of equipment and means
  - Suitability of teaching methods
  - Clarity of requirements and regulations
  - Issues of coordination and cooperation
2. The minutes of the educational meetings are promoted by all public I.E.K. to the competent Region and to the G.G.D.V.M., for examining the need to undertake specialists per I.E.K. or general improvement measures.

### **5.4. Official forms and books**

1. In each I.E.K. The following books and official forms are kept:
  - A. *Service Books*
    1. Protocol, in which all incoming and outgoing documents, incoming and outgoing securities of all kinds and confidential are immediately registered. For the latter, the indication OP is noted in the column "document content". only while keeping a separate file of confidential documents.

2. Register of trainees in which all the foreseen data of the trainees are registered in the IEK. The following are registered:
  - (a) Identity card details, namely: surname, first name, father's name, mother, gender, year of birth, Municipality in which the trainee is registered, registration number or municipal register.
  - (b) Entry details, namely: The type of title under which the trainee is registered.
  - (c) Performance data, namely: General per semester final grade and general grade point average.

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3. Index, where the name, father's name and the registration number of the trainee (A.M.K.) of all the trainees registered in the Register are registered.
  4. Trainee study books (absentee books).
  5. Sanction book.
  6. Textbooks, by class or class section in which the unit that teaches daily is entered by the teacher.
  7. IEK operation diary where the most important events are recorded daily, at the discretion of the Director or Deputy Director, which refer to the operation of the IEK.
  8. Library book.
  9. Laboratory material books. a. Machinery.  
b. Long lasting tools. c. Short-term tools. d. Import of consumables.
  10. Book of supervisory teaching aids - furniture and utensils.
  11. Book of deeds.
  12. Degree book.
  13. Diploma Book.
  14. Book of study certificates.
  15. Book of conscription certificates.
- B. Service forms*
1. Individual trainees' cards.
  2. Daily study sheets.
  3. Clock teaching programs TH.E. and exams.
  4. Degrees: Degrees, diplomas, certificates.
  5. Certificates for military use.
  6. Certificates of studies.
  7. Accounting cards uses of consumables.
  8. Trainees' progress statements.
  9. Statistical forms.
2. The type of books and publications shall be determined by a decision of the GSBM.

3. Books and forms may be kept by computer system provided that backup copies have been secured.