

# Hellenic Accreditation System



Annex D2/3 to the Certificate No. **1219**

## SCOPE of ACCREDITATION

of the

**UCERT SINGLE MEMBER P.C.  
(UCERT)**

*as a Persons Certification Body  
in the voluntary area*

Description of Certification	Regulations / Standards / In house Procedures
<p>Certification of <b>Computer Knowledge or PC Usage</b> on one (1) to six (6) of the following modules:</p> <ol style="list-style-type: none"><li>1. <i>General Use of PC and File Management</i></li><li>2. <i>Word Processing</i></li><li>3. <i>Spreadsheets</i></li><li>4. <i>Internet Services</i></li><li>5. <i>Databases</i></li><li>6. <i>Presentations</i></li><li>7. <i>Word Processing – Spreadsheets – Internet Services (BLENDED-1) (*)</i></li><li>8. <i>General Use of PC and File Management – Databases – Presentations (BLENDED-2) (**)</i></li></ol> <p>entitled <b>Standard Office User</b>.</p> <p>(*) instead of individual modules 2, 3 and 4 (**) instead of individual modules 1, 5 and 6</p>	<p>ΓΚΠΦΠ/1.1/07.09.2020 and ΕΚΠΦΠ-SOU/1.1/29.07.2020</p>
<p>Certification of <b>Advanced Computer Knowledge and Skills</b> on one (1) to four (4) of the following modules:</p> <ol style="list-style-type: none"><li>1. <i>Word Processing</i></li><li>2. <i>Spreadsheets</i></li><li>3. <i>Databases</i></li><li>4. <i>Presentations</i></li></ol> <p>entitled <b>Advanced Office User</b>.</p>	<p>ΓΚΠΦΠ/1.1/07.09.2020 and ΕΚΠΦΠ-AOU/1.0/04.07.2020</p>

Description of Certification	Regulations / Standards / In house Procedures
<p>Certification of <b>Specialized Professional Knowledge and Skills</b> on one (1) or more of the following modules in <b>Information &amp; Communications Technologies (ICT) Sector</b>:</p> <ol style="list-style-type: none"> <li><i>Computer &amp; Network Technician</i></li> <li><i>Web &amp; Mobile Apps Specialist</i></li> <li><i>Green ICT Design and Development Specialist</i></li> <li><i>Digital Marketing and e-Commerce Executive</i></li> <li><i>Office Automation Software Operator</i></li> <li><i>Online Branding and Communication</i></li> <li><i>Social Networking Digital Skills Applied in the Work Environment (Social Media)</i></li> </ol> <p>entitled <b>Specialized Professional User</b>.</p>	<p>ГКПФП/1.1/07.09.2020 and ЕКПФП-ICT/1.2/07.09.2020</p>
<p>Certification of <b>Specialized Professional Knowledge and Skills</b> on one (1) or more of the following modules in <b>Digital Information Sector</b>:</p> <ol style="list-style-type: none"> <li><i>Informative-Cultural and Entertainment Website Manager: Social Media Marketing Specialist</i></li> </ol> <p>entitled <b>Specialized Professional User</b>.</p>	<p>ГКПФП/1.1/07.09.2020 and ЕКПФП-DIN/1.1/07.09.2020</p>
<p>Certification of <b>Specialized Professional Knowledge and Skills</b> on one (1) or more of the following modules in <b>Education Sector</b>:</p> <ol style="list-style-type: none"> <li><i>Introduction to Digital Educational Tools</i></li> </ol> <p>entitled <b>Specialized Professional User</b>.</p>	<p>ГКПФП/1.1/07.09.2020 and ЕКПФП-EDU/1.1/07.09.2020</p>
<p>Certification of <b>Specialized Professional Knowledge and Skills</b> on the following module:</p> <p><i>Data Protection Officer (DPO)</i></p> <p>entitled <b>Specialized Professional User</b>.</p>	<p>ГКПФП/1.1/07.09.2020 and ЕКПФП-DPO/1.1/07.09.2020</p>
<p>Certification of <b>Specialized Professional Knowledge and Skills</b> on one (1) or more of the following modules in <b>Construction and Technical Sector</b>:</p> <ol style="list-style-type: none"> <li><i>Machine Tools Operation (theoretical level)</i></li> <li><i>Insulation Technician - Insulator in Buildings - Insulation Applications Specialist</i></li> <li><i>Maintenance Manager - Building and Facility Management (Facility Manager)</i></li> <li><i>Executive for the Implementation of Methodologies for the Preservation, Maintenance, Promotion and Utilization of Cultural Heritage Infrastructures</i></li> <li><i>Construction - Manufacturing Sector Works</i></li> <li><i>Green Landscaping/Maintenance Services</i></li> </ol> <p>entitled <b>Specialized Professional User</b>.</p>	<p>ГКПФП/1.1/07.09.2020 and ЕКПФП-TCH/1.2/21.09.2020</p>

Description of Certification	Regulations / Standards / In house Procedures
<p>Certification of <b>Specialized Professional Knowledge and Skills</b> on one (1) or more of the following modules in <b>Tourism Sector</b>:</p> <ol style="list-style-type: none"> <li><i>Tourism Representative</i></li> <li><i>Consultant of Alternative Forms of Tourism (Religious and Cultural, Conference, Health and Sports)</i></li> <li><i>Travel Agency Employee</i></li> <li><i>E-Commerce &amp; Hospitality Sales &amp; Marketing</i></li> <li><i>Hotel Receptionist/Customer Service Officer</i></li> <li><i>Floor Department Employee</i></li> <li><i>Cleaning Professional / Disinfection of Public Spaces</i></li> </ol> <p>entitled <b>Specialized Professional User</b>.</p>	<p>ΓΚΠΦΠ/1.1/07.09.2020 and ΕΚΠΦΠ-TOU/1.0/07.09.2020</p>
<p>Certification of <b>Specialized Professional Knowledge and Skills</b> on one (1) or more of the following modules in <b>Catering and Food &amp; Beverage Sector</b>:</p> <ol style="list-style-type: none"> <li><i>International Dietary Standards and the Art of Food and Beverage</i></li> <li><i>International Dietary Standards and Food and Beverage Customer Service</i></li> <li><i>Catering-Management of Catering Units Executive</i></li> <li><i>Culinary-Restaurant Art Employee</i></li> <li><i>Food and Beverage Department Employee</i></li> <li><i>Waiter</i></li> <li><i>Barista</i></li> <li><i>Food and Beverage Director</i></li> <li><i>Food Processing, Hygiene, Safety and Quality Control Executive</i></li> <li><i>Artisan Butcher Assistant</i></li> </ol> <p>entitled <b>Specialized Professional User</b>.</p>	<p>ΓΚΠΦΠ/1.1/07.09.2020 and ΕΚΠΦΠ-FnB/1.1/21.09.2020</p>
<p>Certification of <b>Specialized Professional Knowledge and Skills</b> on one (1) or more of the following modules in <b>Economics-Administration-Law Sector</b>:</p> <ol style="list-style-type: none"> <li><i>Organizational Culture Management and Time Management Systems Executive</i></li> <li><i>Project Management Executive</i></li> <li><i>Executive Officer of Green Marketing/Products and Buildings' Energy Upgrade Systems</i></li> <li><i>Financial Services Officer</i></li> <li><i>Specialist for the Evaluation of Occupational Hazards, Health and Safety Management in the Workplace</i></li> <li><i>Office Clerk / Administrative Assistant</i></li> <li><i>Foreign Language Basic Skills in the Workplace</i></li> <li><i>Disaster and Crisis Management</i></li> <li><i>Disaster and Crisis Management (natural, biological and technological) in Local Government Organizations</i></li> <li><i>Organization and Operation of Public Services, Entities and Businesses</i></li> </ol> <p>entitled <b>Specialized Professional User</b>.</p>	<p>ΓΚΠΦΠ/1.1/07.09.2020 and ΕΚΠΦΠ-EAL/1.2/07.10.2020</p>

Description of Certification	Regulations / Standards / In house Procedures
<p>Certification of <b>Specialized Professional Knowledge and Skills</b> on one (1) or more of the following modules in <b>Energy and Environment Sector</b>:</p> <ol style="list-style-type: none"> <li>1. <i>Smart Building Programming Technician (Level 1)</i></li> <li>2. <i>Technician-Maintenance Officer of Automation and Automatic Control Installations</i></li> <li>3. <i>RES Applications Specialist for Energy Needs of Buildings</i></li> <li>4. <i>Executive of Energy Saving and Improvement of Energy Efficiency in Building Facilities</i></li> <li>5. <i>Technician of Intelligent Energy Management Technologies in Buildings and Facilities</i></li> <li>6. <i>Plumbing Specialist for Water/Energy Saving and Improving Energy Efficiency</i></li> <li>7. <i>Lift Installation, Repair and Maintenance Specialist for Low Energy Consumption Lifting Systems</i></li> <li>8. <i>Executive of Energy Saving Applications in Buildings Based on BMS (Building Management Systems) Protocols</i></li> <li>9. <i>Environmental Protection and Product Recycling</i></li> <li>10. <i>Agricultural Waste Management and Processing Executive</i></li> <li>11. <i>Plastic Recycling Technician</i></li> <li>12. <i>Industrial Production Procedures Compliance Technician</i></li> <li>13. <i>Recycling Programmes Manager</i></li> </ol> <p>entitled <b>Specialized Professional User</b>.</p>	<p>ΓΚΠΦΠ/1.1/07.09.2020 and ΕΚΠΦΠ-EnE/1.1/07.09.2020</p>
<p>Certification of <b>Specialized Professional Knowledge and Skills</b> on one (1) or more of the following modules in <b>Health and Social Care Sector</b>:</p> <ol style="list-style-type: none"> <li>1. <i>Electronic Health Services Support Executive</i></li> <li>2. <i>First Aid</i></li> <li>3. <i>Introduction to Nursing Skills</i></li> <li>4. <i>Prevention and Control Measures for Infections Related to Health Care Facilities</i></li> <li>5. <i>Crucial Education Issues Related to the Management of Patients with Psychiatric Problems</i></li> <li>6. <i>Social Care Executive (Pain Management - Psychological Support - Elderly Care Skills)</i></li> <li>7. <i>Executive Manager of Elderly Patients</i></li> <li>8. <i>Breastfeeding Consultant</i></li> <li>9. <i>Parenthood Preparation Consultant</i></li> <li>10. <i>Consultant of Perinatal Care at Home</i></li> <li>11. <i>Hemodialysis Technician</i></li> </ol> <p>entitled <b>Specialized Professional User</b>.</p>	<p>ΓΚΠΦΠ/1.1/07.09.2020 and ΕΚΠΦΠ-HnC/1.3/07.10.2020</p>

Description of Certification	Regulations / Standards / In house Procedures
<p>Certification of <b>Specialized Professional Knowledge and Skills</b> on one (1) or more of the following modules in <b>Trade, Supply and Transport Sector</b>:</p> <ol style="list-style-type: none"> <li>1. <i>International Trade and Extroversion Executive</i></li> <li>2. <i>International-Export Trade Executive</i></li> <li>3. <i>International-Export Trade Executive of Wine Products</i></li> <li>4. <i>International-Export Trade Executive of Olive Oil Products</i></li> <li>5. <i>Sales Techniques</i></li> <li>6. <i>Outdoor Salesman</i></li> <li>7. <i>Agricultural Products Outdoor Salesman</i></li> <li>8. <i>Medical Products Outdoor Salesman</i></li> <li>9. <i>Pharmaceutical Products Outdoor Salesman</i></li> <li>10. <i>Tobacco Warehouse Executive Manager</i></li> </ol> <p>entitled <b>Specialized Professional User</b>.</p>	<p>ΓΚΠΦΠ/1.1/07.09.2020 and ΕΚΠΦΠ-TST/1.1/07.09.2020</p>
<p>Online Proctoring for Remote Exams (<i>tele-proctoring</i>)</p>	<p>Δ53/1.0/04.07.2020 and ΓΚΠΦΠ/1.1/07.09.2020</p>

Address of Body head office: **1A, Rethymnou Str., 106 82, Athens, Greece.**

Approved Signatory: **Dimitrios Derpanis**

This Scope of Accreditation replaces the previous one dated 02.10.2020.

The Accreditation Certificate No. **1219**, according to ELOT EN ISO/IEC 17024:2012, is valid until 10.09.2024.

Athens, 16.10.2020

Spyridon Podaras  
CEO of ESYD