

Catalog
**EDUCATIONAL
COURSES**



July 2020



IVEPE-SEV Training Institute

leading knowledge & skills

GENERAL INFO

Institute of Industrial and Business Education & Training (IVEPE) is a non-profit educational organization, founded in 1980 by a group of Greek industries. The main purpose of its foundation was the creation of a credible body that would be a reference point in providing quality training and lifelong learning to employees, unemployed, self-employed and people of vulnerable social groups in Greece and abroad, constantly aligned to the demands of the labor market. IVEPE is the educational branch of the Hellenic Federation of Enterprises (SEV) and operates under its institutional oversight with the distinctive title IVEPE-SEV.

40 YEARS OF EXPERIENCE

For 40 years, we implement innovative training programs in a broad range of subjects at our privately-owned facilities in Athens, Thessaloniki, Patra and Volos and also in-house on business premises. The direct link with all the productive sectors and our long term experience, allows IVEPE-SEV to be effective in National and European educational projects as well as CSR programs. We are linked with more than 800 enterprises in Greece and we collaborate with educational institutions, VET providers, Universities and experts from all over the world. Our specialized, well trained staff and high quality criteria, make IVEPE-SEV a reliable partner in major projects, where tight timetables and quality deliverables are of key importance.

QUALITY OF SERVICES

For the quality assurance of our services we have developed and implement a Certified Quality Management System that meets the requirements of the international standard ISO9001:2015, for planning and conducting vocational training programs, whereas at the same time we have a Certified Managerial Competence System (SDEP) according to the Hellenic Standard EL0T 1429:2008, for programming and managing co-funded projects. IVEPE-SEV is an accredited Persons Certification Body according to the requirements of the international standard ISO 17024 from the Hellenic Accreditation System (ESYD).



OUR COMMITMENT

To reinforce people with updated knowledge and skills. We believe in partnerships, based on ethics, aiming at continuous improvement and quality results.



OUR POLICY

The in-depth research of our partners' educational needs and creation of appropriate custom-made training programs.



OUR VISION

To become a benchmark in vocational training & lifelong education of professionals in Greece and in the greater region of Southeastern Europe.



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TECHNICAL SUPPORT

101. Safety

CODE	COURSE TITLE	HRS
101.01	Health and Safety at Work	16
101.02	Work Safely at Heights	12
101.03	Safe Loading	12
101.04	Forklift Safety	16
101.05	Safety Management	16
101.06	Safe Use of Lifting Equipment. Lifting Operations. Mobile and Overhead Cranes	16
101.07	Safety Management Planning for Construction and Maintenance Projects	16
101.08	Defensive Driving Safety Training	8
101.09	Electricians: Working with Safety	16
101.10	Hot Work Safety Training	8
101.11	Laboratory Safety	16
101.12	Safety in the Foundries & Metal Industry	8
101.13	Safe Handling of Chemicals	8
101.14	Foremen's Role in Workplace Safety	16
101.15	Hand Tool and Power Tool Safety	4
101.16	Fire Safety and Fire Protection Training	16
101.17	Fire Reduction Strategy - Fireproofing Design	16
101.18	The Role of Safety Professional in the Workplace	16
101.19	Safety Professionals for Increased Hazard Rating Enterprises (certified course)	10
101.20	Safety Professionals for Small - Medium Enterprises (certified course)	35
101.21	Gas Monitoring and Working Procedures in Confined Spaces	16
101.22	First Aid Training	12
101.23	Rescue Procedures in Industrial Accidents	16
101.24	Fire-fighting Team Training on Explosive Gas Installations	8
101.25	Work Safely at Heights - Safety Equipment - Rescue	8/16
101.26	Escape Breathing Apparatus Usage	8
101.27	Lockout – Tagout	5
101.28	Explosive Atmospheres (ATEX)-Measurements-Rescue Equipment	12

102. Automation

CODE	COURSE TITLE	HRS
102.01	Electrical Automation	20
102.02	Pneumatic Automation	24

102.03	Electro-Pneumatic Automation	24
102.04	Hydraulic Automation	24
102.05	Electro-Hydraulic Automation	24
102.06	Introduction to Industrial Processes Measurement and Control (Instrumentation)	24
102.07	PLC SIMATIC S7-300, 1st level	24
102.08	PLC SIMATIC S7-300, 2nd Level	24
102.09	Profibus DP Industrial Automation Network	16
102.10	PLC - ALLEN BRADLEY - LOGIX controllers	24
102.11	WinCC Flexible - HMI	24
102.12	Troubleshooting PLC S7-300	16
102.13	AC- Drives Siemens MicroMaster	16
102.14	PLC - TIA PORTAL	24

103. Electrical Engineering

CODE	COURSE TITLE	HRS
103.01	Electrical Schematic Diagrams	16
103.02	Electrical and Industrial Automation	16
103.03	Electrical Measurements	20
103.04	Protections of High and Medium Voltage Substations - Digital Protective Relays	24
103.05	The greek Electrical standard ELOT - HD 384	24
103.06	Earthing and Electrical Grounding	8
103.07	Maintenance of Medium Voltage Substations	24
103.08	ePLAN Electric	24
103.09	Electric Motors: Types and Maintenance	16
103.10	ePLAN Electric P8 Advanced	24

104. Mechanical Engineering

CODE	COURSE TITLE	HRS
104.01	Mechanical Drawing	24
104.02	Proportional and Cartridge Valves	16
104.03	Steam Pipeline	16
104.04	Conveyor Belts	16
104.05	Equipment Alignment (Laser & Conventional)	8
104.06	Pumps and Pump Selection	24
104.07	Mechanical Power Transmission	24
104.08	Pressure Equipment Directive (PED)	16

105. Industrial Refrigeration

CODE	COURSE TITLE	HRS
105.01	Industrial Refrigeration	24
105.02	Refrigeration and Air Conditioning Industrial Automation	20
105.03	Industrial Air Conditioning	24
105.04	F-GAS Regulation & Professional Refrigeration	8

106. Training for Food Industries

CODE	COURSE TITLE	HRS
106.01	Food Microbiology	16
106.02	Good Practices in Packing and Handling Food	16
106.03	Food Safety Management (HACCP & ISO 22000)	16
106.04	Food Safety & Hygiene (for Food Handlers) – EFET Certified	10
106.05	Quality Control Principles for Milk and Dairy Products	16
106.06	Organoleptic Perception of Food Quality	12

107. Energy - Natural Gas - Environment

CODE	COURSE TITLE	HRS
107.01	Photovoltaic Systems	20
107.02	Bioclimatic Design, Thermal Insulation and Waterproofing	20
107.03	Geothermal Systems	20
107.04	Operation and Maintenance of Natural Gas Systems	20
107.05	Energy Inspectors for Buildings	60
107.06	Energy Inspectors for Boiler & Heating Installations	30
107.07	Energy Inspectors for Air Conditioning Installations	30
107.08	Basic Training for Stokers and Chief Stokers	16
107.09	Management of Water Resources & Wastewater	16
107.10	Solid Waste Management, Recycling	16
107.11	Energy Saving Methods	8

108. Metallurgy

CODE	COURSE TITLE	HRS
108.01	Metallurgy for the Non-Metallurgists	16
108.02	Standardization and Heat Treatment of Steel and Alloys	16

109. Non Destructive Testing

CODE	COURSE TITLE	HRS
109.01	Ultrasonic Testing - UTM (Thickness Measurement)	
	Certification based on SNT-TC-1A (Level II)	40
	Certification based on EN-ISO 9712 (Level II)	40
	Certification based on PCN (Level II)	40
109.02	Ultrasonic Testing - UT (Welds)	
	Certification based on SNT-TC-1A (Level II)	80
	Certification based on EN-ISO 9712 (Level II)	120
	Certification based on PCN (Level II)	120
109.03	Ultrasonic Testing - UT (Castings)	
	Certification based on SNT-TC-1A (Level II)	80
	Certification based on EN-ISO 9712 (Level II)	120
	Certification based on PCN (Level II)	120
109.04	Liquid Penetrant Testing - PT	
	Certification based on SNT-TC-1A (Level II)	24
	Certification based on EN-ISO 9712 (Level II)	40
	Certification based on PCN (Level II)	40
109.05	Magnetic Particle Testing - MT	
	Certification based on SNT-TC-1A (Level II)	24
	Certification based on EN-ISO 9712 (Level II)	40
	Certification based on PCN (Level II)	40
109.06	Radiographic Interpretation - RI	
	Certification based on SNT-TC-1A (Level II)	40
	Certification based on EN-ISO 9712 (Level II)	56
	Certification based on PCN (Level II)	56
109.07	Radiographic Testing - RT	
	Certification based on SNT-TC-1A (Level II)	80
	Certification based on EN-ISO 9712 (Level II)	120
	Certification based on PCN (Level II)	120
109.08	Visual Testing - VT	
	Certification based on SNT-TC-1A (Level II)	40
	Certification based on EN-ISO 9712 (Level II)	40
	Certification based on PCN (Level II)	40

110. Production

CODE	COURSE TITLE	HRS
110.01	Production Management	24
110.02	Lean Manufacturing	24
110.03	Integrated Reliability Strategy of Process Equipment	24

111. Machine Elements

CODE	COURSE TITLE	HRS
111.01	Tolerance and Fits	16
111.02	Gears Technology	8
111.03	Bearing Applications	16
111.04	Coaxial Shaft Couplings	8
111.05	Mechanical Seals: Static and Dynamic Sealing	8
111.06	The Importance of Metrology on Maintenance Procedures	16

112. Welding

CODE	COURSE TITLE	HRS
112.01	Oxyfuel Cutting	8
112.02	Plasma Cutting	8
112.03	Manual Metal Arc (MMA) Welding - Certification based on EN ISO 9606-01 (Steel)	24
112.04	TIG Welding - Certification based on EN ISO 9606-01 (Steel) or EN ISO 9606-02 (Aluminium)	24
112.05	MIG Welding - Certification based on EN ISO 9606-01 (Steel) or EN ISO 9606-02 (Aluminium)	24
112.06	MAG Welding - Certification based on EN ISO 9606-01 (Steel)	24
112.07	Oxy-acetylene Welding - Certification based on EN ISO 9606-01 (Steel)	24
112.08	Welding Requirements for High Pressure Vessels (Pressure Equipment Directive-PED)	12
112.09	Welding Specifications according to EN, ASME (WPS/WPQR)	8
112.10	Implementation and compliance with the requirements of the new standard EN 1090-1 for Metallic Structures	20

113. Maintenance

CODE	COURSE TITLE	HRS
113.01	Lubrication of Industrial Equipment	16
113.02	Pump Technology and Maintenance	24
113.03	Maintenance of Compressed Air Systems (Air Compressors/Processing System)	12
113.04	Maintenance and Repair of Oil/Gas Burners and Boilers	20

113.05	Management and Organizational Optimization of Maintenance	24
113.06	Maintenance of Electromechanical Equipment	24
113.07	Diagnostic Thermography in ElectroMechanical Equipment	24
113.08	Vibration Analysis Techniques in Diagnosis of Rotating Equipment Failures	24
113.09	Compressed Air Technology: Maintenance & Energy Management	16
113.10	Failures of Electro-Mechanical Equipment. Prevention, Diagnostics and Troubleshooting	24
113.11	Root Cause Analysis (RCA)	24

114. Operators

CODE	COURSE TITLE	HRS
114.01	Autonomous Maintenance for Operators of Mechanical Equipment	20
114.02	Autonomous Maintenance for Operators of Automated Systems	20
114.03	Basic Electrical Knowledge for Operators of Mechanical Equipment	20
114.04	CNC Machine Operator Training	20

BUSINESS ADMINISTRATION

201. Logistics

CODE	COURSE TITLE	HRS
201.01	Distribution Networks Management	20
201.02	Order Forecasting and Warehouse Control	16
201.03	Lean Warehouse Management	16
201.04	e-Warehouse	16

202. Management

CODE	COURSE TITLE	HRS
202.01	Human Resources Evaluation Systems	16
202.02	Effective Coaching and Team Development	24
202.03	Project Management	24
202.04	MS Project	16
202.05	Executive Secretary with Certification	35
202.06	Foremen Training in Human Resource Management	16
202.07	Developing Leadership Skills to the Middle Management	16
202.08	Management for Foremen, Production and Maintenance Executives	24
202.09	Business Planning	16
202.10	Principles of aligning the manufacturing performance management with the Company Strategy	24
202.11	Management by Objectives	24
202.12	Time Stress Management	16
202.13	Procurement Management of Technical Goods and Services	16
202.14	Management of Industrial Projects	24
202.15	Risk Management in Industrial / Construction Projects	16
202.16	Decision Making Process	16
202.17	In Focus: Conflict Management & Communications <i>Interactive workshops for communication, influence, management of complaints and conflicts</i>	16
202.18	Improving Stress Management Capability at Professional & Personal Level <i>The Pilot and the Monk Paradigm - Control starts in your mind</i>	16
202.19	Team Building - Experiential Workshop for Creating a Real Team	24
202.20	Executive Coaching & Mentoring	16
202.21	Planning/Scheduling/Follow-up of Industrial Projects - Use of MS Project	16
202.22	Project Management Professional (Preparation for PMP-PMI exams)	40
202.23	e-HRM (Electronic Human Resource Management)	24

203. Marketing

CODE	COURSE TITLE	HRS
203.01	Marketing Principles for Small-Medium Enterprises	16
203.02	Services Marketing	20
203.03	Export Marketing and Communication	16
203.04	Marketing for Sellers - Distributors	20
203.05	Web Marketing and Communication through Social Media	16
203.06	Pricing Strategies	8

204. Imports - Exports

CODE	COURSE TITLE	HRS
204.01	Exports: Transit Procedures	16
204.02	Export Trade - INCOTERMS	12
204.03	Electronic Customs	16

205. Labour

CODE	COURSE TITLE	HRS
205.01	Insurance Labour Laws	8
205.02	Insurance - Labour Analysis	12
205.03	The New Employment Insurance Conditions	6
205.04	Legislative Framework ERGANI of the Greek Ministry of Labour, Laws and Fines	10

206. Data & Private Security

CODE	COURSE TITLE	HRS
206.01	Certified "Security" Personnel Training with Certification KEMEA-EOPPEP	105
206.02	Private Security Training for Airport Personnel	24
206.03	Private Security Training for Super Market Personnel	16
206.04	Private Security Training for Hotel Personnel	28
206.05	GDRP Awareness (<i>Business Awareness Program on the new European Regulation 2016/679 and L.4624/2019</i>)	8
206.06	Data Protection Officer (DPO)	40

207. Maritime (*complied with STCW requirements, Cyprus approved*)

CODE	COURSE TITLE	HRS
207.01	Operational Use of Electronic Chart Display & Information Systems (ECDIS - GENERIC)	30
207.02	Global Maritime Distress & Safety System / General Operator (GMDSS/GO)	72

207.03	Advanced Training Oil Tanker Cargo Operations	50
207.04	Ship Security Officer (SSO) / Company Security Officer (CSO) & Internal Auditor	16

208. English Language

CODE	COURSE TITLE	HRS
208.01	Business English	40
208.02	Technical English	<i>Upon request</i>

209. Computer Science

CODE	COURSE TITLE	HRS
209.01	Basic Computer Skills for Beginners with Certification	40
209.02	Document Processing - MS WORD with Certification	16
209.03	Spreadsheets - MS EXCEL with Certification	16
209.04	Presentation Techniques - MS POWERPOINT with Certification	16
209.05	Data Bases - MS ACCESS with Certification	16
209.06	Digital Image Processing Basics - Adobe Photoshop with Certification	20
209.07	Design using AUTOCAD 2D with Certification	30
209.08	Design using AUTOCAD 3D with Certification	30
209.09	Statistical Analysis with SPSS	8
209.10	Search Engine Optimization (SEO)	8
209.11	Web Design with Certification	25
209.12	Introduction to Artificial Intelligence (AI)	8

210. Quality and Process Improvement

CODE	COURSE TITLE	HRS
210.01	Total Quality Management (TQM)	20
210.02	Statistical Process Control	16
210.03	CE Marking	12
210.04	Environmental Management Systems (ISO 14000, EMAS)	16
210.05	Improving Business Performance through Quality and Cost Control	20
210.06	Key Performance Indicators & Indicator Management System (KPIs, BSC)	16
210.07	Laboratory Accreditation according to the Standard EN ISO/IEC 17025:2005	40
210.08	Occupational Health and Safety Management - OHSAS 18001	16
210.09	Risk Management - ISO 31010	24
210.10	Internal Auditors - ISO 9001:2015	16
210.11	Quality Control in Industrial/Construction Projects	16
210.12	Structural Metal Products and Structures CE Marking	16
210.13	Lean Six Sigma Yellow Belt - IASSC Certified	40
210.14	Lean Six Sigma Green Belt - IASSC Certified	40

210.15	Lean Six Sigma Black Belt - IASSC Certified	80
210.16	Managing a Lean Enterprise	16
210.17	Business Tools of Lean Management, 5S and 8 Wastes	24
210.18	Problem Solving	24
210.19	Lean Methodology for Business & Digital Transformation	40
210.20	KAIZEN – Lean Continuous Improvement	24

211. Sales

CODE	COURSE TITLE	HRS
211.01	Customer Relationship Management - CRM	24
211.02	Economics for Sellers - Distributors	16
211.03	Key Account Management	16
211.04	Negotiations for Sales Executives	16
211.05	Technical skills and knowledge for Successful Sellers with Certification	30
211.06	e-Commerce with Certification	35

212. Tourism

CODE	COURSE TITLE	HRS
212.01	Certified Tourism Executive (Receptionist) with Certification	30

213. Finance

CODE	COURSE TITLE	HRS
213.01	Financial Analysis	24
213.02	Finance for Nonfinancial Personnel	16
213.03	Computerized Accounting	24
213.04	Finance Essentials for Decision Making	16
213.05	UCP 600 «The new rules for credits»	8
213.06	Greek Accounting Regulations	15
213.07	Internal Audit Methodology	8
213.08	Financial Services Employee with Certification	40

214. Certified Cleaning Services Professionals

CODE	COURSE TITLE	HRS
214.01	Professional Cleaner with Certification	16

INTERNATIONAL COURSES

301. Condition Monitoring

CODE	COURSE TITLE	HRS
301.01	Lubrication Management and Analysis (Field Analyst) Cat I Based on ISO 18436-4 BINDT CM GEN App C (BINDT PCN Certification Exam)	40
301.02	Lubrication Management and Analysis (Field Analyst) Cat II Based on ISO 18436-4 BINDT CM GEN App C (BINDT PCN Certification Exam)	40
301.03	Mastering Lubrication Technology (ICML Exams)	32
301.04	Thermography – Category 1 Based on ISO18436-7 & SNT-TC-1A (BINDT PCN Cert. Exam)	40
301.05	Vibration Analysis Category 1 BINDT PCN Accredited to ISO 18436-2 (BINDT PCN Cert. Exam)	40
301.06	Vibration Analysis Category 2 BINDT PCN Accredited to ISO 18436-2 (BINDT PCN Cert. Exam)	40
301.07	Vibration Analysis Category 3 BINDT PCN Accredited to ISO 18436-2 (BINDT PCN Cert. Exam)	40
301.08	Acoustic Emission-Category 1 Based on ISO 18436-6	32
301.09	Infraspection Level I Certified Infrared Thermographer®	40

302. Machinery

CODE	COURSE TITLE	HRS
302.01	Pump Technology	24
302.02	Basic Operation and Theory Of Steam/Gas Turbines, Co-Generation and Combined Cycle Plants	32

303. Maintenance

CODE	COURSE TITLE	HRS
303.01	Achieving World Class Maintenance Performance	40
303.02	Effective Reliability Management	24
303.03	Turnaround Best Practices-Planning, Scheduling & Management of Shutdowns	24
303.04	Maintenance Practices for Improved Plant Profits	24
303.05	The Plant Wellness Way Operational Excellence System	24
303.06	Design and Maintenance of Aboveground Atmospheric Storage Tanks	24

304. Pharmaceutical

CODE	COURSE TITLE	HRS
304.01	Pharmaceutical Process Development	24
304.02	Root Cause Investigation for CAPA	24

304.03	Qualifying Vendors for Api's, Packaging Materials	16
304.04	Process Validation	16
304.05	Audits	16
304.06	CGMP in the Analytical Laboratory & Quality Change Control	16
304.07	CGMP Topics for Pharmaceutical Industries <i>Selection of 6 Pharmaceutical Topics based on your Company's needs</i>	4- 24
304.08	CGMP In The Laboratory, Microbiological Control and Validation	24
304.09	Process & Cleaning Validation	16

305. Process

CODE	COURSE TITLE	HRS
305.01	Plastics Injection Molding	24
305.02	Applying Reliability Engineering	24
305.03	Design, Inspection & Evaluation Of Refractory Materials for Refineries	24
305.04	Process Design for Process Plant Equipment	32
305.05	Mechanical Design of Process Plant Equipment	32
305.06	Practical Distillation Technology	24
305.07	Troubleshooting of Distillation Processes	24
305.08	GLP / GDP	24

306. Safety

CODE	COURSE TITLE	HRS
306.01	Hazard & Operability Study (HAZOP) for Team Members & Team Leaders	40
306.02	Enviromental Hazard Identification (ENVID)	24
306.03	Incident Investigation Root Cause Analysis	40
306.04	Process Hazard & Layer Protection Analysis	24
306.05	Safety in Process Design & Relief System Design	40
306.06	Machinery Risk Assessment to EN ISO 12100 and related Standards	24

307. Welding

CODE	COURSE TITLE	HRS
307.01	Welding Inspector PCN Certified	40

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