



# APPENDIX TO DIPLOMA (\*)



## 1. EXAMENSBEVISETS BENÄMNING

Kvalificerad Yrkehögskoleexamen

**Affärsinriktad Redovisningsekonom**

## 2. TRANSLATION OF DIPLOMA TITLE

**Advanced Diploma in Higher Vocational Education**

**Business-oriented Accountant**

This translation has no legal status

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of methods for reconciliation of accounts, investigations and inspections.
- Knowledge required to carry out follow-up and analysis of a company's finances.
- Knowledge required to carry out profitability analysis, financing, financial planning and profit budgeting.
- Knowledge of laws and customs in the areas of agreements, contracts, insurance and damages.
- Knowledge of argumentation and meeting technique.
- Knowledge of taxation of private individuals and companies, and the tax system's function and structure.
- Skills in applying fundamental accounting principles, legislation and norms that contribute to good accounting practice.
- Skills in bookkeeping of business transactions and producing periodic statements and annual accounts.
- Skills in accounting for the connection between the company's results and the ability to make tax reservations.
- Skills in filing tax returns and calculating tax for private individuals and businesses.
- Skills in accounting for the right of association, choice of company form and partners' rights, and deputies' responsibilities for various forms of association.
- Competence to, both independently and in a professional manner, carry out accounting services and services in the areas of economy, taxation, tax returns and related administrative services.
- Competence to apply relevant theoretical models and theoretical knowledge.
- Competence to work in a counselling capacity for smaller companies.

## 4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Accounting Consultant, Accountant, Auditor, Auditing Assistant, Tax Administrator or Finance Administrator for small and medium-sized companies.

## 5. OFFICIAL STATUS OF THE DIPLOMA

<b>Name, status and address of the institution awarding the diploma</b>	<b>Name, status and address of the public authority issuing the entitlement to award a diploma to education providers</b>
	The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås www.myh.se
<b>Diploma Level (national or international designation)</b>	<b>Grading Scale</b>
NQF/EQF: <i>scale not yet established</i> ISCED – scale:	Fail (Icke Godkänt - IG) Pass (Godkänt - G) Pass with Distinction (Väl godkänt - VG)

## 6. OFFICIALLY RECOGNISED MANNER OF OBTAINING THE DIPLOMA

Description of vocational education and training received	Per cent of whole programme (%)	Length (hours/weeks/months/years)
• College/education centre		weeks
• Placement – Learning in a work environment		weeks
Total teaching/study duration resulting in diploma		<b>weeks/years</b>
<p><b>Further information</b></p> <p>A higher vocational programme may be of 200 vocational credits, equivalent to one full academic year, or 400 vocational credits, corresponding to two full academic years. If the criteria in Chapter 2, Section 13 of the Ordinance (2009:130) on higher vocational education are fulfilled, a Diploma in Higher Vocational Education is obtained. If the criteria in Chapter 2, Section 14 of the Ordinance (2009:130) on higher vocational education are fulfilled, an Advanced Diploma Higher Vocational Education is obtained.</p> <p>Entry requirement is successful completion of upper secondary education.</p> <p>For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: <a href="http://www.myh.se">www.myh.se</a></p>		

**(\*) Explanatory notes**

This document is intended to provide additional information about the specified diploma and has no legal status in itself. It is based on Council Resolution 93/C No. 49/01 of 3 December 1992 on the transparency and clarity of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency and clarity of vocational education certificates, and the European Parliament and Council Recommendation 2001/613/EC of 10 July 2001 on mobility within the Union of students, persons undergoing vocational training, volunteers, teachers and educators.

Further information on transparency and clarity may be obtained from: [www.cedefop.eu.int/transparency](http://www.cedefop.eu.int/transparency)

© European Communities, 2002