



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, investigation and inspection.
- Knowledge required to carry out follow-up and analysis of a company's finances.
- Knowledge required to carry out profitability assessments, 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 techniques.
- Knowledge of taxation of companies and individuals and of the tax system's structure and function.
- Skills in applying basic account principles, legislation and norms that together form good accounting practice.
- Skills in accounting for business transactions and events and drawing up periodical and end-of-year accounts.
- Skills in accounting for the connection between the company's accounts and potential for tax reserves.
- Skills in carrying out tax returns and tax calculations for individuals and businesses.
- Skills in presenting corporate law including different types of companies as well as partners' discretionary power and the responsibilities of the board of directors for various forms of companies.
- Competence to independently and professionally carry out accounting services and services in the areas of finances, taxation, tax returns and related administrative services.
- Competence to apply relevant theoretical models and theoretical knowledge related to the subject.
- Competence to work in a consultative role for smaller companies.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Accounting Consultant, Accountant, Auditor, Auditing Assistant, Tax Administrator or Financial Manager for smaller and medium-sized companies.

5. OFFICIAL STATUS OF THE DIPLOMA

Name, status and address of the institution awarding the diploma	Name, status and address of the public authority issuing the entitlement to award a diploma to education providers
	The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås www.myh.se
Diploma Level (national or international designation)	Grading Scale
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		weeks/years
<p>Further information</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: www.myh.se</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

© European Communities, 2002