



# CERTIFICATE SUPPLEMENT (\*)



SWEDEN

## 1. CERTIFICATE TITLE

Yrkeshögskoleexamen

Affärsinriktad redovisningsekonom

## 2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Corporate Accountant

This translation has no legal status.

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of definitions of financial terminology and methods and how to explain them.
- Knowledge of the functions of calculation models, internal audits, budgeting, results and profitability planning.
- Knowledge of how cashflow works and how to work with Excel and other accounting software.
- Knowledge of fundamental accountancy principles, legislation and norms.
- Knowledge of salary processing.
- Knowledge of commercial law, corporate law and legal documents.
- Knowledge of the structure and function of the tax system.
- Skills to understand the social role of corporation types, business administration terminology and key figures.
- Skills to create the basis for decision-making, planning and steering a company.
- Skills to apply accounting principles, accounting systems, auditing principles and economic impact, in addition to recording business transactions.
- Skills in corporate tax for different business forms.
- Skills in the law regulating staff administration.
- Skills to process payroll systems, salary calculations and leadership linked to staff matters.
- Competence to budget, discuss and analyse the role of a company.
- Competence to evaluate and estimate financial impact and outcomes.
- Competence to propose solutions for calculation situations, analyse decision-making documents and conduct situational calculations.
- Competence to prepare tax returns and calculations and analyse tax-related problems.
- Competence to advise on tax-related matters when restructuring a firm.
- Competence to assume an advisory role that draws upon law and ethics.

## 4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Consulting Accountant, Accounting Consultant, Accounting Assistant and Financial Supervisor

## 5. OFFICIAL STATUS OF THE CERTIFICATE

<b>Name and address of the awarding institution</b>	<b>Name and address of the public authority issuing awarding entitlement to education providers</b>
	The Swedish National Agency for Higher Vocational Education Box 145, 721 05 Västerås Sweden <a href="http://www.myh.se">www.myh.se</a>
<b>Diploma level (national or international designation)</b>	<b>Grading scale</b>
SEQF/EQF:	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 (weeks)
• College/education centre		weeks
• Placement – Learning in a work environment		weeks
Total teaching/study duration resulting in diploma		<b>weeks</b>
<b>Further information</b>		
The Higher Vocational Education Diploma requires a minimum of a Pass (Godkänt) in all courses. Five HVE credits correspond to one week of full-time studies.		
A Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 200 Higher Vocational Education credits (HVE credits).		
An Advanced Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 400 HVE credits, at least one quarter of programme time is spent on student placement, and the student has completed an independent project.		
Entry requirement is successful completion of upper secondary education.		
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>		

### (\*) 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.

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