



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkeshögskoleexamen

Affärsinriktad Redovisningsekonom

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Business-Oriented Accountant

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Specialised knowledge of current bookkeeping, annual accounts, financial statements, year ends and declarations.
- Specialised knowledge and overview of the work processes bordering their own work area, such as financial governance, labour law acts, calculation, payroll management and budgeting.
- Specialised knowledge of trade and taxation law.
- Knowledge of work processes and quality criteria within the framework of the professional role in order to understand and apply REKO's recommendations.
- Skills in planning, performing and identifying resources to perform specialised tasks in their own work area such as: current bookkeeping, financial governance, financial statements, year ends, annual accounts, payroll management, budget and calculation work, as well as commercial and tax law work.
- Skills in solving complex problems in accounting and payroll.
- Skills in communicating commitments and solutions in the professional field in both English and Swedish.
- Competence to independently deal with theoretical and practical accounting, financial governance, system management, calculation, payroll and tax, commercial and labour law issues within the framework of the professional role in such a way that this leads on to their own learning and professional development.
- Competence to monitor accounting and financial management work and independently complete assigned projects within their own professional role.
- Competence to independently establish annual accounts and financial statements according to current legislation and good accounting practice.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Accountant, Accounting Consultant, Finance Manager and Accounting Assistant

5. OFFICIAL STATUS OF THE CERTIFICATE

Name and address of the awarding institution	Name and address of the public authority issuing awarding entitlement to education providers
	The Swedish National Agency for Higher Vocational Education Box 145, 721 05 Västerås Sweden www.myh.se
Diploma level (national or international designation)	Grading scale
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		weeks
Further information		
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: www.myh.se		

(*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu>

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