



# APPENDIX TO DIPLOMA (\*)



SWEDEN

## 1. EXAMENSBEVISETS BENÄMNING

Kvalificerad Yrkehögskoleexamen

**Bank- och försäkringstjänsteman**

## 2. TRANSLATION OF DIPLOMA TITLE

**Advanced Diploma in Higher Vocational Education**

**Bank and Insurance Officer**

This translation has no legal status

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of the roles of banks and life insurance companies in society.
- Knowledge of business acumen and customer needs analysis, savings, loans and payments, macroeconomics, the financial system, the capital market, various placement tools, valuable documents and funds, and legislation on financial advice.
- Knowledge of various insurance forms, private, property and company insurance including Risk Management according to legislation and agreements.
- Knowledge of sales, ethics and morality in the sales profession.
- Knowledge of accounting, law and taxation.
- Skills in carrying out services that banks, financial institutions and insurance companies offer to individuals, companies and organisations.
- Skills in interpreting laws that regulate the insurance and finance markets.
- Skills in understanding micro and macroeconomics.
- Ability to professionally and independently carry out customer-oriented services in the banking and insurance field, such as salesperson, customer advisor, customer service, claims adjuster, broker's assistant and administrator, along with associated services within IT and administration.
- Ability to apply theoretical models and knowledge relevant to the profession.
- Ability to be aware of how global changes can affect the profession and its professional content.

## 4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Personal Advisor, Claims Adjuster, Administrator, Assistant Broker and Salesperson.

## 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