



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Kvalificerad Yrkehögskoleexamen

Bank- och försäkringstjänsteman

2. TRANSLATION OF CERTIFICATE TITLE

Advanced Higher Vocational Education Diploma in

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.
- Competence 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.
- Competence to apply theoretical models and knowledge relevant to the profession.
- Competence to be aware of how global changes can affect the profession and its professional content.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

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

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 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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