



1. Title of the certificate – Yrkeshögskoleexamen ¹

Butiksledare

2. Translated title of the certificate – Higher Vocational Education Diploma ²

Shop Manager

3. Knowledge, skills and competence profile

The holder of the certificate has:

- Specialist knowledge of theoretical and practical business planning, personnel management and sales optimisation.
- Knowledge and overview of related professional and competence areas such as business administration, accounting and HR.
- Knowledge of work processes and quality criteria in theoretical and practical business planning, personnel management and sales optimisation.
- Skills in planning, performing and identifying resources to perform specialist tasks in work on business planning, personnel management and sales optimisation.
- Skills in solving complex problems in work on business planning, personnel management and sales optimisation.
- Skills in communicating undertakings and solutions relating to work on business planning, personnel management and sales optimisation in both Swedish and another language.
- Competence to independently handle theoretical and practical business planning, personnel management and sales optimisation in such a way as to lead to learning and professional development.
- Competence to monitor work on business planning, personnel management and sales optimisation, as well as complete assigned projects.

4. Range of occupations accessible to the holder of the certificate ³

Shop Manager, large or medium-sized company, Shop Manager, 5-9 employees, Department manager, department store, sales department, Supervisor, shop, Department Store Manager, other and Sales Manager, company

¹ In the original language. | ² If applicable. This translation has no legal status. | ³ If applicable.

1. Official basis of the certificate

Name and address of the awarding institution	Authority providing accreditation / recognition of the certificate
	The Swedish National Agency for Higher Vocational Education Box 145 721 05 Västerås, Sweden www.myh.se
Level of the certificate (national or European) ¹	Grading scale / Pass requirements
Level 5 in the National Qualifications Framework (SeQF) Level 5 in the European Qualifications Framework (EQF)	Fail (icke godkänt – IG) Pass (Godkänt – G) Pass with distinction (Väl godkänt – VG)
Access to next level of education / training ¹	International agreements on recognition of qualifications ¹
	The Higher Vocational Education Diploma requires a minimum of a Pass (Godkänt) in all courses.

Legal basis

A Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 200 Higher Vocational Education credits (HVE credits). Five HVE credits correspond to one week of full-time studies.

2. Officially recognised ways of acquiring the certificate

Description of vocational education and training	Percentage of total programme (%)	Duration (/weeks)
College/education centre	%	weeks
Placement – learning in a work environment	%	weeks
Total duration of the education / training leading to the certificate		weeks

3. Additional information

Entry requirements ¹

Entry requirement is successful completion of upper secondary education.

More information (including a description of the national qualifications system)

For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: www.myh.se

National Europass Centre

www.myh.se

¹ If applicable.