



# APPENDIX TO DIPLOMA (\*)



## 1. EXAMENSBEVISETS BENÄMNING

Yrkeshögskoleexamen

Butiksledning

## 2. TRANSLATION OF DIPLOMA TITLE

Diploma in Higher Vocational Education

Retail Management

This translation has no legal status.

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of laws and rules regarding returns, signage, employment contracts, labour legislation, rehabilitation and bookkeeping.
- Knowledge of managerial psychology and the manager's role and responsibilities with regard to recruitment processes, introduction, performance appraisal, coaching and performance monitoring.
- Knowledge of consumer patterns, in-store communication and monitoring.
- Knowledge of development theories relating to both their own and others' development (individually and collectively).
- Knowledge of group dynamics, positive and negative impact, as well as the importance of management-employee discussions for monitoring, coaching and development.
- Knowledge of staff meeting methodology, how to hold and follow up such meetings.
- Skills in resolving the store's staffing in a cost and time-efficient manner with effective results.
- Skills in starting up your own store, bookkeeping and budgeting, and solving labour-law problems.
- Skills to lead and inspire others and to develop and encourage employees' full potential based on their different qualities.
- Skills in analysing customer patterns and creating an attractive and sales-efficient store.
- Skills in using scheduling systems and the ability to create and communicate a staff policy.
- Competence to work as a manager in charge of a function (sales manager, product area manager), a manager with specific staff responsibility (department head) and a store manager with full staff and performance responsibility.
- Skills in promoting profitability by independently making decisions that have a positive impact on sales, staff and the economy.

## 4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Store Manager, Assistant Store Manager, Sales Manager, Sales Coach or Visual Merchandiser

## 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>  NQF/EQF: <i>scale not yet established</i> ISCED – scale:	<b>Grading Scale</b>  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)

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