

## 1. CERTIFICATE TITLE

**Kvalificerad Yrkeshögskoleexamen**

**Ekonomi- och redovisningskonsult**

## 2. TRANSLATION OF CERTIFICATE TITLE

**Advanced Higher Vocational Education Diploma in**

**Financial and Accounting Consultant**

This translation has no legal status

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of business administration and financial management control.
- Knowledge of accounting and related legal issues.
- Knowledge of commercial and tax law.
- Skills in various forms of current accounting work.
- Skills in preparing financial statements and annual reports for various forms of businesses.
- Skills in financial analysis, financial ratios, and the valuation of enterprises.
- Skills in consolidated accounting and in preparing consolidated financial statements.
- Skills in budgeting, cost accounting, and profitability calculations.
- Skills in making investments and in navigating risk-reward demands.
- Skills in financial auditing work and in the analysis and review of financial accounting documents.
- Skills in preparing income tax returns for various forms of businesses.
- Skills in preparing qualified tax calculations and in providing businesses with well-founded proposals regarding tax law or other legal matters.
- Competence to independently perform duties attributed to a professional role as an accounting consultant in a financial department or at an accounting firm.
- Competence to analyse and evaluate different policy options based on the law and generally accepted accounting principles as a result of emerging business events.
- Competence to take on independent and collaborative overall responsibility in his/her role as an accounting consultant.
- Competence to initiate and take responsibility for business development aimed at increasing customer satisfaction and profitability.
- Competence to independently and collaboratively analyze and evaluate different alternatives and to provide well-founded proposals on corporate financial matters and legal issues related to accounting.

## 4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Accounting Consultant for financial statements and tax returns, Accounting Consultant for book keeping and invoicing, Accountant, Financial Accountant, and Accounting Assistant.

## 5. OFFICIAL STATUS OF THE CERTIFICATE

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

### (\*) 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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