



# APPENDIX TO DIPLOMA (\*)



SWEDEN

## 1. EXAMENSBEVISETS BENÄMNING

Kvalificerad Yrkeshögskoleexamen

Ekonomi- och redovisningskonsult

## 2. TRANSLATION OF DIPLOMA TITLE

Advanced Diploma in Higher Vocational Education

Accounting Consultant

This translation has no legal status

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of the taxation system's design and function.
- Knowledge of profitability assessment, financial calculation, profit and loss budgets, financial planning and company valuation.
- Knowledge of legislation and customs regarding agreements, contracts, insurance and tort legislation.
- Knowledge of legal documents.
- Knowledge of forms of association, private firms and choosing the right corporate form.
- Knowledge of similarities and differences in the application of law in other countries and cultures.
- Knowledge of the structure and organisation of the industry.
- Knowledge of staff management, professional development, environment, ethics and quality aspects.
- Knowledge of bookkeeping and annual accounts, and the monitoring and analysis of the company's finances.
- Knowledge corresponding to the basic requirements for later authorisation as an accountant Far/SRF.
- Skills in doing tax returns and tax calculations for individuals and businesses.
- Skills in drawing up agreements, contracts and various types of legal documents.
- Skills in seeing the connection between the company's annual accounts and opportunities for tax-related reserves.
- Skills in carrying out the accounting of business transactions and creating period and annual accounts as well as annual reports in accordance with existing legislation, Reko and sound accounting practice.
- Skills in applying basic accounting principles, regulations and norms that constitute good accounting practice.

## 4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Accounting Consultant, Financial Consultant, Accounting Assistant, Financial Assistant, Accountant

## 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><br><br>The Swedish National Agency for Higher Vocational Education<br>Postal Address:<br>Box 145, S-721 05 Västerås<br><a href="http://www.myh.se">www.myh.se</a> |
| <b>Diploma Level (national or international designation)</b><br><br>NQF/EQF: <i>scale not yet established</i><br>ISCED – scale: | <b>Grading Scale</b><br><br>Fail (Icke Godkänt - IG)<br>Pass (Godkänt - G)<br>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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