



APPENDIX TO DIPLOMA (*)



SWEDEN

1. EXAMENSBEVISETS BENÄMNING

Kvalificerad Yrkehögskoleexamen

Juristassistent - Paralegal

SUN-kod: 380x

Samhällsvetenskap, juridik, handel, administration - Juridik och rättsvetenskap - Juridik och rättsvetenskap - Annan utbildning i juridik och rättsvetenskap

2. TRANSLATION OF DIPLOMA TITLE

Advanced Diploma in Higher Vocational Education

Legal assistant - Paralegal

SUN code: 380x

Social sciences, law, commerce, administration - Law and jurisprudence - Law and jurisprudence - Other programme in law and jurisprudence

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of the Swedish legal system, laws and customs, and of international law.
- Knowledge of project management, communication and information technology.
- Knowledge of terms of Business Economics, causality in Economics and regulatory systems within the field.
- Skills in critically examining, compiling and presenting legal information concerning legal enquiries, contracts, negotiations, court trials and client consultations.
- Skills in applying methods of legal practice and in using legal source material.
- Skills in explaining and using terms and wordings commonly occurring in legal matters, both orally and in writing, in Swedish and English.
- Skills in drawing up annual reports and in analysing a company's finances.
- Skills in using common computer software to carry out tasks in law, finance and administration.
- The ability, individually and collaboratively, to carry out analytical and investigative work, provide suggestions for measures and solutions.
- The ability to function as a paralegal, court secretary, legal secretary or similar in a law firm, court, national or local government-owned company, etc.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Paralegal- legal assistant - Court secretary in a court of law - Legal clerk - Public service administrator - Assistant to legal professionals in private and public sector

5. OFFICIAL STATUS OF THE DIPLOMA

Name, status and address of the institution awarding the diploma	Name, status and address of the public authority issuing the entitlement to award a diploma to education providers
	The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås www.yhmyndigheten.se
Diploma Level (national or international designation)	Grading Scale
NQF/EQF: <i>scale not yet established</i> ISCED – scale:	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		weeks/years
<p>Further information</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: www.yhmyndigheten.se</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

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