



# APPENDIX TO DIPLOMA (\*)



SWEDEN

## 1. EXAMENSBEVISETS BENÄMNING

**Kvalificerad Yrkeshögskoleexamen**

### **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 legal systems, laws and customs, and of international law.
- Knowledge of legal terms and of how to communicate legal matters orally and in writing, in both Swedish and English.
- Knowledge of professional practice in areas with a connection to law, and of basic business economics.
- Skills in applying methods of legal practice and in using juridical source material.
- Skills in using terms and wordings commonly occurring in legal matters, in Swedish and English.
- Skills in applying theoretical knowledge from all modules in a practical and professional whole.
- Skills in drawing up annual reports and in analysing a company's finances.
- Skills in using commonly occurring 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, and to complete qualified tasks in the professional area.
- The ability to analytically examine, compile and present legal information in connection with judicial investigations.

## 4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Legal assistant/Paralegal at a law firm/company's legal department, court secretary in a court of law, public service administrator, prosecution administrator/preparatory inquiry administrator.

## 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 <a href="http://www.yhmyndigheten.se">www.yhmyndigheten.se</a>
<b>Diploma Level (national or international designation)</b>  NQF/EQF: <i>scale not yet established</i> ISCED – scale: 5B	<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>

### Further information

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.

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: [www.yhmyndigheten.se](http://www.yhmyndigheten.se)

### (\*) 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)

© European Communities, 2002