



APPENDIX TO DIPLOMA (*)



SWEDEN

1. EXAMENSBEVISETS BENÄMNING

Kvalificerad Yrkeshögskoleexamen

Kvalificerad Butiksledning

2. TRANSLATION OF DIPLOMA TITLE

Advanced Diploma in Higher Vocational Education

Qualified Retail Manager

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge about how to lead, plan and develop the work of a retail sales business with a leadership style that is appropriate, sales-oriented and inspirational, as well as knowledge about the significance of the economy on the ability to analyse and run your own profit centre.
- Knowledge of projects and project management.
- Knowledge of negotiation and purchasing processes.
- Knowledge of contract and sales law.
- Knowledge of the legislation required in order to manage personnel.
- Proficiency in scheduling, from a profitability standpoint.
- Proficiency in the sales process and sales techniques, as well as in the causes and connections of the marketing process.
- Proficiency in recruiting, planning and managing colleagues, based on the expected customer and stock situation.
- Proficiency in the calculation of key figures, as well as in understanding the connection between price and profitability.
- Proficiency in running and developing a profitable enterprise with optimal profit through active sales efforts and an effective team of colleagues.
- Proficiency in leading, inspiring and developing both personnel and one's own leadership in a professional way.
- Proficiency in delegating and effecting results through others.
- Proficiency in working in a result-oriented manner.
- Proficiency in the application of consumer legislation, rules and regulation of significance for work involving sales.
- Proficiency in conflict management and understanding how colleagues function.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Retail Supervisor, Retail Manager, Divisional Manager

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.myh.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.myh.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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