



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkeshögskoleexamen

Redovisningsekonom

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Accountant

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of accounting theory in record keeping, tax returns, reconciliation and IT-based accounting systems.
- Knowledge of accounting theory for recording posts, financial statements, annual reports, relationships between financial reporting and taxation.
- Knowledge of financial statements including annual accounts.
- Knowledge of payroll accounting work both manually and in payroll programs.
- Knowledge of payroll accounting in other accounts.
- Knowledge of taxation and the taxation of individuals and companies.
- Knowledge of product and investment calculation, profitability assessments and cost control measures.
- Knowledge of commercial law within contract, sales, labour, association and succession laws.
- Skills to update and maintain account ledgers.
- Skills to prepare diverse financial statements and information.
- Skills to create tax returns.
- Skills to ensure accurate allocations are compliant with directives in Swedish tax legislation.
- Skills to provide accurate financial advice regarding the requirements, methods and investment options for a firm.
- Skills to solve common commercial and taxation problems.
- Skills to calculate wages and salaries both manually and electronically.
- Skills to interpret ratios for financial statement analysis.
- Competence to complete accountancy tasks.
- Competence to analyse and evaluate alternatives in the approved legislative, legal practice and Swedish standards.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Accounting Economist, Accounting Consultant, Accountant in Small Business, Accounting Officer and Tax Administrator

5. OFFICIAL STATUS OF THE CERTIFICATE

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

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