



# 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 the role and conditions of companies or organisations in society.
- Knowledge of accounting theory with coding, bookkeeping, tax returns, reconciliations and IT-based accounting systems.
- Knowledge of financial statement theory with accruals, financial statement techniques, annual reports and knowledge of the relationship between accounting and taxation.
- Knowledge of financial statement work including annual reports in financial statement programmes.
- Knowledge of payroll accounting work manually and in payroll programmes, as well as integration of payroll accounting with other accounting.
- Skills in being able to carry out ongoing accounting work, manually and in accounting programmes, for different forms of enterprise.
- Skills in being able to complete annual accounts and compile documents included in an annual report, manually and in financial statements programmes, for different forms of enterprise.
- Skills in being able to prepare tax returns for all legal forms of enterprise, manually and in tax programmes, and being able to handle the appropriations allowed by tax legislation.
- Skills in being able to calculate payroll, manually and in payroll programmes.
- Skills in being able to give advice on financial issues such as financing needs, financing forms and investment needs.
- Competence to be able to translate their theoretical knowledge into practical reality and independently perform the tasks required by the professional role as an accountant/accounting consultant.
- Competence to be able to make analyses and evaluate different action options based on sections of law, good accounting practice and fair consumption.
- Competence to be able to independently and in collaboration take overall responsibility for customers and to be able to provide advice and communicate in a businesslike manner.
- Competence to show responsiveness and flexibility to customers' varying needs.

## 4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Accountant, Accounting Consultant, bookkeeping, invoicing, Accounting Consultant, financial statements, declarations, Chief Accountant in small/medium sized companies, Finance Manager in small/medium sized companies and Auditor's Assistant

## 5. OFFICIAL STATUS OF THE CERTIFICATE

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

**(\*) Explanatory note**

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu>

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