

**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**

- Specialised knowledge of theoretical and practical accounting.
- Knowledge of accounting theory with coding, bookkeeping, tax returns, reconciliations and IT-based accounting systems.
- Knowledge of financial statement theory with accruals, financial statements techniques and annual reports.
- Knowledge of insight into and overview of related professional and competence areas such as payroll management, financial control, business administration, taxation and commercial law.
- Knowledge of tax law and taxation of private individuals and businesses.
- Knowledge of product calculation, investment calculation, profitability assessments and cost control, as well as the importance of financing for companies.
- Skills in identifying, formulating, analysing and solving problems, as well as performing complex tasks in the field of accounting.
- Skills in performing qualified accounting work, manually and in accounting programmes.
- Skills in doing annual accounts and compiling documents included in an annual report, manually and in financial statements programmes.
- Skills in drawing up declarations for all legal forms of enterprise, manually and in tax programmes.
- Skills in managing the appropriations that are permitted under tax legislation.
- Competence to apply specialised knowledge so as to perform, independently or in teams, the tasks required by the professional role of accountant, accounting consultant, accounting administrator in small companies, audit officer, tax administrator and finance manager in smaller companies.
- Competence to evaluate different options for action based on relevant, social, ethical and scientific aspects.
- Competence to base their decisions on sections of law, good accounting practice and REKO.
- Competence to keep up to date and be able to apply current regulations and recommendations.
- Competence to independently and in collaboration take responsibility for customers and to be able to provide advice and communicate on a company's financial situation in a businesslike manner.

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

Accountant, Accounting Consultant, Accounting Administrator in small companies, Audit Assistant, Tax Administrator and Finance Manager in small companies

## 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>

© European Communities 2002