



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 and auditing work in theory and practice.
- Knowledge of IT for accountants, taxation and VAT.
- Knowledge of declaration work and financial control.
- Knowledge of trade, association and contract law.
- Knowledge of IT systems for accountants.
- Knowledge of consultative working methods and of business English.
- Knowledge of labour law, payroll and administration.
- Skills in managing all parts of the ongoing bookkeeping and accounts.
- Skills in preparing financial statements and annual accounts for different forms of company and business.
- Skills in preparing tax returns and in carrying out payroll calculations and payments.
- Skills in being able to independently plan, set up and carry out assignments externally at the customer / internally.
- Skills in analysing and holding conversations about a business' finances in an understandable way that enables/clarifies future financial decisions.
- Skills in understanding different IT systems in the financial field.
- Competence to be able to perform tasks within the profession independently and in teams, so as to lead to further learning.
- Competence to follow REKO in everyday financial work.
- Competence to understand, to be able to learn and to work with the IT-based financial systems found in the industry.
- Competence to work with a consultative approach internally and externally in organisations.
- Competence to quickly acquire news, legislative changes and directives in the industry and to translate this into daily work in a correct way.
- Competence to acquire a basic competence so that they can achieve an authorisation through SRF's certifications if they so wish.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Accountant, Accounting Assistant, Financial Assistant, Accounting Consultant, bookkeeping, invoicing and Accounting Consultant, financial statements and declarations

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 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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