



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 structure and function of different financial systems.
- Knowledge of financial flows from order and bookkeeping to financial statements.
- Knowledge of enterprise from a business perspective with subsequent control and analysis.
- Knowledge of legal communication with customers, suppliers and auditors.
- Knowledge of accounting services in the areas of finance, taxation and tax returns.
- Knowledge of the role and interaction of the entrepreneur in society.
- Skills in using industry-based business systems.
- Skills in formulating abstracts in English and running projects.
- Skills in applying basic principles, laws and standards for creating good accounting practice.
- Skills in performing accounting of business events, establishing interim and annual accounts and annual reports according to law and Swedish accounting standards.
- Skills in reporting the link between the company's financial statements and opportunities for tax reserves.
- Skills in working with profitability assessment, financing and governance.
- Competence to apply a situation's adapted leadership and to make financial terms understandable to a "non-accountant".
- Competence to independently carry out tax returns and tax calculations for private individuals and business activities.
- Competence to identify, analyse and draw up agreements, contracts and other legal documents.
- Competence to independently manage and use industry-based business systems appropriately.
- Competence to independently identify, analyse and solve tax matters for different forms of enterprise and to handle tax calculations.
- Competence to independently create and analyse calculations and budget models and to manage the entire financial control process.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Accounting Consultant, Accountant - private business and Accountant - public sector

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>

© European Communities 2002