



# CERTIFICATE SUPPLEMENT (\*)



SWEDEN

## 1. CERTIFICATE TITLE

Yrkeshögskoleexamen

Redovisningsekonom med lönekompetens

## 2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Accountant with payroll competence

This translation has no legal status.

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of concepts and models in the field of accounting.
- Knowledge of ongoing accounting and financial statements work.
- Knowledge of laws and agreements that regulate corporate relations internally and with society, organisations and individuals.
- Knowledge of tools, concepts and methods used in companies' internal governance and planning.
- Knowledge of the importance of group dynamics, the development of the group and its different stages of development.
- Knowledge of financial statement theory and knowledge of the relationship between accounting and taxation.
- Skills in working as an accountant for different forms of enterprise.
- Skills in working with financial planning, control and governance.
- Skills in identifying and solving basic legal problems in the field of accounting.
- Skills in planning their work, taking responsibility, thinking innovatively and being able to work independently and in a team as an accountant.
- Skills in applying the regulations and laws that govern the business.
- Skills in critically reviewing and analysing their own material.
- Skills in identifying and proposing solutions for the company's marketing strategy.
- Competence to take total responsibility towards customers, give advice and communicate with a businesslike approach, independently and in collaboration.
- Competence to initiate and be responsible for development work for both professional and personal development.
- Competence to propose solutions and communicate commercial and tax problems in the area of accounting.
- Competence to take responsibility for structuring, planning and carrying out a major assignment in the professional area.
- Competence to analyse, evaluate and produce data from companies' accounts so as to formulate and determine financial goals.

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

Accountant, Accounting Consultant, Accounts Manager, Controller, financial and Tax Administrator with specialist expertise

## 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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