



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkehögskoleexamen

Socialadministratör

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Social Administrator

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of programs, digital services and IT systems relevant for municipal activities and skills therein.
- Knowledge of social work legislation and the skills to understand and apply this.
- Knowledge of documentation and creating documents, processing cases, law and order and how to adapt language based on context.
- Knowledge of the structure of the welfare system, conditions, steering and organisation of social work and how to refer to the correct and appropriate welfare providers.
- Knowledge of financial terminology organisation planning and statistics procedures and how to process client finances and oversee financial administration.
- Knowledge of conversation methods, strategies for conflict resolution, interacting with grieving people and people in crisis situations and strategies to address threatening and violent situations.
- Knowledge of the guiding principles of social work, a humanist understanding of people and ethical approach.
- Skills to create and be responsible for good communication with clients and colleagues and to manage any situations that may arise.
- Skills to cooperate with other organisations.
- Skills to provide information in English about commitments and solutions related to the profession.
- Competence to work with administration for the social sector in both a professional and legally sound manner.
- Competence to plan, assess and process cases in a legally sound manner.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Social Administrator and Specialist Social Administrator in the 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 notes

This document is intended to provide additional information about the specified diploma and has no legal status in itself. It is based on Council Resolution 93/C No. 49/01 of 3 December 1992 on the transparency and clarity of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency and clarity of vocational education certificates, and the European Parliament and Council Recommendation 2001/613/EC of 10 July 2001 on mobility within the Union of students, persons undergoing vocational training, volunteers, teachers and educators.

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