



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 the organisation of social work in society and its objectives.
- Knowledge of the basic values of social work.
- Knowledge of sector-specific terminology in social work.
- Knowledge of documentation.
- Knowledge of economics in social work.
- Knowledge of legislation in relevant areas.
- Knowledge of written style.
- Skills in applying legislation of importance to the professional role.
- Skills in applying client-related documentation.
- Skills in applying sector-specific terminology.
- Skills in documenting in a legally secure and correct manner.
- Skills in applying the appropriate administrative duties in a legally secure and correct manner.
- Skills in managing financial matters, administration, concepts, statistics, processing, calculation, invoices and bookings.
- Skills in applying the written language in a manner adapted to the situation.
- Competence to plan, investigate and process cases correctly, independently and as part of a team.
- Competence to independently prepare, register and check cases and respond to enquiries.
- Competence to independently perform legally correct and appropriately written client-related administration and documentation.
- Competence to independently perform client-related financial management.
- Competence to meet and guide individuals based on a professional approach.
- Competence to work on IT and information management.
- Competence to have a critically investigative approach to quality and development work.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Work in private or public sector administration for social work

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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