



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkeshögskoleexamen

Verksamhetsledare/ Samordnare inom social omsorg

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Operations Manager/Coordinator in Social Care

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of ethical dilemmas and different outlooks on life.
- Knowledge of work against discrimination and of public access and confidentiality.
- Knowledge of the importance of diet, physical activity, health promotion and preventive measures.
- Knowledge of person-centred care and care with physical and mental disabilities.
- Knowledge of legislation and guidelines in the professional area.
- Knowledge of learning, the psychology of the working group and communication as a tool.
- Knowledge of leading conversations, change and development work and conflict management.
- Skills in performing person-centred care, as well as documenting according to current legislation and working on basic values.
- Skills in being responsible for supervision, leading conversations and planning, chairing and evaluating meetings.
- Skills in using different planning tools, using IT as a tool and improving and safeguarding procedures and processes.
- Skills in communicating correctly and applying laws and agreements.
- Skills in recruiting and conducting job interviews.
- Skills in establishing different contacts and creating networks.
- Competence to work from a multicultural perspective.
- Competence to plan, lead and evaluate meetings and to supervise staff in new tasks.
- Competence to use IT as a tool to report, document and quality assure health and care.
- Competence to use planning tools in governance and planning
- Competence to plan, implement and follow up efforts in health care.
- Competence to initiate and follow up work on quality and values.
- Competence to perform in-depth work with the support of supervisors and to communicate undertakings and solutions in at least one foreign language.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Operations Manager/Coordinator

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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