



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkeshögskoleexamen

Teknikinformatör

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Technical Writer/Technical Information Communicator

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of technical expressions and terms, the various technical industries in Sweden, and technical documentation.
- Knowledge of stylistic differences between everyday and formal language and skills in professional writing with a focus on technical Swedish and English.
- Knowledge of target groups and target group analyses.
- Knowledge in information architecture, information structure and information design.
- Knowledge of laws, regulations, quality and security in the technical sector, including the EU's Machinery Directive and Electricity Directive, and standards.
- Skills in writing and formulating different types of technical information, e.g., user manuals, online help, operating manuals, instruction books, spare parts lists, technical specifications, etc. – both in Swedish and English.
- Skills in using tools/programmes common to the profession such as Indesign, FrameMaker, Photoshop, Illustrator, XML-editor, etc.
- Skills in creating visual, informative graphics and clearly visualising a message or description.
- Skills in analysing target groups/users and using this knowledge in the creation of effective and user-friendly technical information.
- Skills in working and leading projects.
- Competence to work both independently and in a team to create high quality, attractive and user-friendly technical information of different kinds based on the client's needs and requirements – in the individual's own organisation or in a consultancy for external clients – in Swedish and English.
- Competence to gather and gain an overview of information, facts and expertise from the individual's own organisation – or as a consultant in the client's organisation – which is necessary in order to write and formulate different types of technical information.
- Competence to make target group analyses and user analyses in order to optimise the writing and formulation of different types of technical information which the end users will find relevant, comprehensible, attractive and useful. In many cases, also for technically advanced users.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Technical Writer, Technical Editor, Technical information Communicator, Information Designer

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.

© European Communities, 2002