

**1. CERTIFICATE TITLE****Yrkeshögskoleexamen****Teknikinformatör****2. TRANSLATION OF CERTIFICATE TITLE****Higher Vocational Education Diploma****Technical writer**

This translation has no legal status.

**3. SKILLS AND KNOWLEDGE PROFILE****The holder of this document has**

- Knowledge of structured information retrieval and handling in an organisation.
- Knowledge of target group customisation.
- Knowledge of well-known concepts, nomenclature and technical terms.
- Knowledge of various relevant document handling systems.
- Knowledge of various relevant image handling programs.
- Knowledge of different types of information formats and media.
- Knowledge of technical English.
- Knowledge of regulations and safety regulations.
- Knowledge of project methodology.
- Knowledge of drawing and retrieval of drawings in CAD.
- Skills in identify, formulate, analyze and solve problems in their work as a technology informant.
- Skills in carry out a technical information project in technical English.
- Skills in work with and lead information projects.
- Skills in communicate effectively with all participants in the information projects.
- Skills in use relevant tools for technology informant.
- Skills in adapt information to consider relevant social, ethical and scientific aspects.
- Skills in observe the applicable regulations and safety regulations in information projects.
- Competence to independently implement and complete various types of technology information projects incl. target group / information analysis.
- Competence to be a driving force in and contribute knowledge to various types of information projects that exist in the workplace.
- Competence to independently and in groups write and design based on the client and the target group relevant technical information in Swedish and English.
- Competence to manage and coordinate information projects with several participants.
- Competence to developing a professional identity and language.
- Competence to create relevant technical information for the target group.

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

Technical writer - Technical editor, Information Developers - Information Designer and Technical communicator

## 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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