



CERTIFICATE SUPPLEMENT (*)



Sweden

1. TITLE OF THE CERTIFICATE

Handels- och administrationsprogrammet, Handel och service

2. TRANSLATED TITLE OF THE CERTIFICATE

Business and Administration Programme, Commerce and service

This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

The holder of this document

- has a basic knowledge of working in retailing and service production.
- has a good knowledge of service and is able to apply good sales practices.
- has a knowledge of administration, purchasing, marketing and information technology in commerce.
- has a knowledge of financial planning and running a company.
- has a knowledge of purchasing and the rational handling of goods
- has a knowledge of environmental labelling, recycling and how transportation can be effectively planned.
- is able to use software for word-processing, layout, graphic presentation, databases, calculations and searching for information.
- is able to write texts quickly, and arrange and display goods in windows and shops
- is able to carry out sales dialogues aimed at providing advice and solutions for customers.
- has the ability to work both independently and as a member of a work team.
- has advanced industry knowledge in the chosen area for workplace education

In addition, the holder of this document has knowledge at the upper secondary school level in Swedish, English, mathematics, arts, sports and health, science studies, religious studies and also civics.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

The programme is intended for work as sales persons in retailing, specialist shops and wholesalers, sales persons in commerce involving services, purchasing in wholesaling, work with different stock functions in commerce, and also work in the area of marketing, display and exhibition of goods.

(*) Explanatory notes

This document is intended to provide additional information about the specified certificate and does not have any legal status in itself. It 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 10 July 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 on transparency is available from: www.cedefop.eu.int/transparency

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5. OFFICIAL STATUS OF THE CERTIFICATE

<p>Name and status of the body awarding the certificate Grade issued on completion of the programme by the head teacher at the school where the pupil attended the programme</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p>
<p>Level of the certificate (national or international) In Sweden no levels are used. The programme corresponds to Upper secondary level, namely ISCED 3.</p>	<p>Grading scale/Pass requirements Fail (IG) Pass (G) Pass with distinction (VG) Pass with special distinction (MVG)</p>
<p>Access to next level of education/training The programme provides basic eligibility for studies in higher education.</p>	<p>International agreements</p>
<p>Legal basis Education Act SFS 1985:1100, Upper Secondary School Ordinance SFS 1992:394, Ordinance on the curriculum for the non-compulsory school system SKOLFS 1994:2, Ordinance on the special programme goals for the national programmes of the upper secondary school SKOLFS 1999:12.</p>	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of vocational education and training received	Percentage of total programme (%)	Duration (hours/weeks/months/years)
• School/training centre	85	85 weeks
• Workplace based education	15	15 weeks
• Accredited prior learning		
Total duration of education/training leading to the certificate		100 weeks / 3 years
<p>Additional information The programme covers a total of 2500 upper secondary school credits (25 credits correspond to one week of full-time studies), of which 750 credits in core subjects (general subjects), 1450 credits in subjects specific to a programme (vocationally oriented subjects) and also 300 credits as individual options. The holder of this document has within the framework of the group of subjects specific to the programme, completed project work corresponding to 100 credits.</p> <p>More information on the programme and the national education and qualification system can be obtained from the National Reference Point for Vocational Education and Training at www.senrp.se</p>		