



# CERTIFICATE SUPPLEMENT (\*)



Sweden

## 1. TITLE OF THE CERTIFICATE

**Handels- och administrationsprogrammet, Turism och resor**

## 2. TRANSLATED TITLE OF THE CERTIFICATE

**Business and Administration Programme, Tourism and travel**

This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

### The holder of this document

- has a basic knowledge for working in service production, tourism, retailing and service.
- is able to carry out administrative tasks and can manage a company's external and internal information, as well as act as a travel planner and book travel arrangements both for business and private travel.
- has good sales knowledge with a focus on tourism and travel and can also prepare and guide excursions on different themes.
- is able to work with issues concerning tourism based on national and international environmental and quality ways of thinking where a knowledge of basic geography is a foundation.
- has a knowledge of rules concerning travel, subsistence allowances, follow up of travel and policy questions.
- is highly familiar with hotel and reception work, and can also work with conference arrangements.
- has a knowledge of the activities of different tourist companies and ways of working, as well as different forms of co-operation within and between different interest groups in tourism, and other representative organisations.
- is able to use software for word-processing, layout, graphic presentation, databases, calculations and searching for information.
- has through workplace based training developed an insight into and an understanding of different booking systems used in the tourist industry and is able to use these systems under supervision.
- 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 involving the provision of tourist information, conference arrangements, guides, receptionists, travel agents, sales, making travel arrangements, administrators or other similar professions in hotel, commerce and service.

### (\*) 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](http://www.cedefop.eu.int/transparency)

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### 5. OFFICIAL STATUS OF THE CERTIFICATE

<p><b>Name and status of the body awarding the certificate</b> Grade issued on completion of the programme by the head teacher at the school where the pupil attended the programme</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p>
<p><b>Level of the certificate (national or international)</b> In Sweden no levels are used. The programme corresponds to Upper secondary level, namely ISCED 3.</p>	<p><b>Grading scale/Pass requirements</b> Fail (IG) Pass (G) Pass with distinction (VG) Pass with special distinction (MVG)</p>
<p><b>Access to next level of education/training</b> The programme provides basic eligibility for studies in higher education.</p>	<p><b>International agreements</b></p>
<p><b>Legal basis</b> 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		<b>100 weeks / 3 years</b>
<p><b>Additional information</b> 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 <a href="http://www.senrp.se">www.senrp.se</a></p>		