



Criteria for award of diploma Upper Secondary School Business Diploma

The course programme has been permeated with the overall perspectives below:

- o Historical perspective
- o Entrepreneurial perspective
- o Gender and diversity perspective
- o Ethic perspective
- o Environment and sustainable development
- o International perspective
- o Scientific perspective

Business competence - The student must have demonstrated that he/she:

- o understands how systems, processes and flows work in a business's internal and external communication;
- o can read an annual report and understand the connection between income statement, balance sheet and cash flow;
- o can collect and compile market information in the form of competitor analyses and customer surveys;
- o can deal with documentation, accounting records and reconciliation of ordinary business transactions;
- o can compile monthly accounts, annual accounts and internal reports;
- o can deal with sales and purchase ledgers;
- o can deal with basic routines for administration of wages and salaries.

Digital competence - The student must have demonstrated that he/she:

- o can deal with basic software for calculations and simulations, and also in conjunction with both verbal and written presentations;
- o has an understanding of the interconnection of administrative systems and can deal with transfer of information between systems;
- o can apply their business competence through the use of integrated business systems and databases;
- o can use web-based computer platforms.

Linguistic and communicative competence - The student must have demonstrated that he/she:

- o can present general and financial information verbally or in writing to different target groups in different situations;
- o can communicate using financial terminology, at least in Swedish and English.

Social skills - The course programme has contained components which have enhanced the student's ability to:

- o work well in different kinds of work groups;
- o act with integrity and a critical approach;
- o be enterprising, flexible, dedicated, outgoing and serviceminded;
- o be able to manage internal and external contacts in a professional manner, and also
- o have the willingness and ability to develop their professional skills.

General

- o A student who is awarded a diploma has completed their programme according to a programme structure certified by the accreditation body for the Upper Secondary School Business Diploma.
- o The course programme comprised at least 600 credits in business subjects, of which at least 400 credits in the subjects Business Administration and Entrepreneurship.
- o The student has taken at least up to and including Stage 2 in Modern Languages at Upper Secondary School (can be replaced by Mother Tongue Studies).
- o The student has taken at least up to and including Mathematics 3, received at least the grade E in all courses, and completed an approved Upper Secondary Diploma Project of 100 credits with a Business Administration specialisation.
- o The course programme has contained reality-based learning arranged in collaboration with business in the local community.

[Translation from Swedish into English]

UPPER SECONDARY SCHOOL

[Logo]

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Social skills - The course programme has contained components which have enhanced the student's ability to:

- o work well in different kinds of work groups;
- o act with integrity and a critical approach;
- o be enterprising, flexible, dedicated, outgoing and service minded;
- o be able to manage internal and external contacts in a professional manner, and also
- o have the willingness and ability to develop their professional skills.

General

- o A student who is awarded a diploma has completed their programme according to a timetable certified by the accreditation body for the Upper Secondary School Business Diploma.
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Certified correct translation
James Hurst, jur.kand.
Authorised Public Translator (Sweden)