



1. Title of the certificate – Yrkeshögskoleexamen ¹

Paralegal/Juridisk handläggare

2. Translated title of the certificate – Higher Vocational Education Diploma ²

Paralegal/Legal Administrator

3. Knowledge, Skills and Competence Profile

The holder of the certificate has:

Knowledge of the Swedish legal system, the laws and agreements that regulate the individual's relations with society, organisations and other individuals.

- Knowledge of the meaning of basic legal and business terms.
- Knowledge of civil law, public law and property law.
- Knowledge of legal methods, terminology and using key sources of law.
- Knowledge of the Swedish language, creating legal documents and discussing legal issues verbally and in writing in both Swedish and English.
- Knowledge of tools for project management and control.
- Knowledge of accounting principles and financial relationships in calculation, accounting and financing.
- Skills in mastering commonly used legal concepts and formulations in both Swedish and English, verbally and in writing.
- Skills in performing legal tasks by applying legal methods and using legal source material correctly in the work of an agency/authority/company or law firm.
- Skills in dealing with cases before administrative authorities and courts in accordance with the legislation in force.
- Skills in being able to carry out investigative work and propose solutions, independently and in collaboration with others.
- Skills in creating and scrutinising legal documents using correct language.
- Skills in applying the theoretical knowledge of the different modules in civil and public areas of law in a practical professional activity.
- Competence to independently plan, identify resources for and perform legal work at an agency, authority, company or court.
- Competence to have a problem-focused approach and to work both independently and as part of a team.
- Competence to structure, operate, monitor and complete assigned projects.
- Competence to administer, register and archive cases.
- Competence to process and propose solutions to legal problems with the aid of relevant tools.
- Competence to evaluate information and master legal and financial methods, as well as applying theoretical knowledge in a professional manner.

4. Range of occupations accessible to the holder of the certificate ³

Paralegal/Legal Administrator Professional, Court Administrator/Lawyer' s Secretary Professional, Committee Secretary Professional, Registrar Professional and Preparation Officer/Researcher

¹ In the original language. | ² If applicable. This translation has no legal status. | ³ If applicable.

5. Official basis of the certificate

Name and address of the awarding institution

Yrkeshögskolan Mitt
Lasarettsvägen 19
851 86 Sundsvall

Authority providing accreditation / recognition of the certificate

The Swedish National Agency for Higher Vocational Education
Box 145
721 05 Västerås, Sweden
www.myh.se

Level of the certificate (national or European) ¹

Level 5 in the National Qualifications Framework (SeQF)
Level 5 in the European Qualifications Framework (EQF)

Grading scale / Pass requirements

Fail (icke godkänt – IG)
Pass (Godkänt – G)
Pass with distinction (Väl godkänt – VG)

Access to next level of education / training ¹

International agreements on recognition of qualifications ¹

The Higher Vocational Certificate requires a minimum of a Pass (Godkänt) in all courses.

Legal basis

A Higher Vocational Education Certificate is awarded if the study programme comprises a minimum of 200 Higher Vocational Education credits (HVE credits). Five HVE credits correspond to one week of full-time studies.

6. Officially recognised ways of acquiring the certificate

Description of vocational education and training	Percentage of total programme (%)	Duration (/weeks)
College/education centre	75 %	60 weeks
Placement – learning in a work environment	25 %	20 weeks
Total duration of the education / training leading to the certificate		80 weeks

7. Additional information

Entry requirements ¹

Entry requirement is successful completion of upper secondary education.

More information (including a description of the national qualifications system)

For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: www.myh.se

National Europass Centre

[National Europass Centres | Europass](#)

¹ If applicable.