



1. Title of the certificate – Yrkeshögskoleexamen ¹

Planning Officer

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

Bygglövshandläggare

3. Knowledge, Skills and Competence Profile

The holder of the certificate has:

Knowledge of current legislation.

Knowledge of practical planning permission case management and the responsibilities of a supervisory authority.

Knowledge of and an overview of adjacent areas of expertise, such as urban and community planning, architectural and cultural heritage buildings, and workplace environment issues.

Knowledge of sustainable construction and current environmental legislation, such as the Environmental Code.

Knowledge of work processes and quality criteria within the field, such as the review of construction documents.

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Skills in resolving complex issues that may arise during case management and supervision, based on an understanding of the building committee's responsibilities, obligations, and available measures regarding sanctions and injunctions when deficiencies are identified.

Skills in making decisions in cases and communicating these, for example in delegated decisions and official written statements.

Skills in communicating commitments and solutions in both English and Swedish.

Skills in communicating with citizens, colleagues, elected officials and industry representatives in an open and accessible manner.

Competence to work independently with planning permission case management and supervision in a way that promotes continuous learning and professional development.

Competence to actively work with analysis and evaluation of one's own routines and methods as well as those of the organisation.

Competence to oversee the work carried out by planning permission officers, for example by quality-assuring routines and working methods.

Competence to complete assigned projects within the field.

Competence to reflect on one's role as a public representative and civil servant, and how soft values such as empathy, communication and respectful interaction should be prioritised in contact with citizens and other stakeholders.

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

Building Control Inspector, Planning Case Officer at the Planning Committee, Planning Officer

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

Lernia Utbildning AB
Box 787
801 29 Gävle

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	77,5 %	62 weeks
Placement – learning in a work environment	22,5 %	18 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.