



### 1. Title of the certificate – Yrkeshögskoleexamen <sup>1</sup>

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Medical Secretary

### 2. Translated title of the certificate – Higher Vocational Education Diploma <sup>2</sup>

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Medicinsk vårdadministratör

### 3. Knowledge, Skills and Competence Profile

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The holder of the certificate has:

Knowledge of the construction of electricity production plants, electrical machines, energy conversion, HVCD technology, types of conductors, cable routing, power grid dimensioning and transformer stations.

Knowledge of regulations for switchgear and standards within the electrical field and electrical safety.

Knowledge of adjacent professional and competence areas such as solar power, wind power, nuclear power and hydropower.

Knowledge of Swedish legislation, work environment, project logistics and industry-specific documentation techniques.

Knowledge of AutoCAD with a focus on electrical design.

Knowledge of applicable regulations and standards concerning electrical installations.

Knowledge of how different materials can affect high-voltage installations from a safety perspective.

Knowledge of the construction of electrical high-voltage installations and electrical equipment.

Skills in performing strength calculations, construction calculations, switchgear and transformer stations.

Skills in carrying out safe electrical work, troubleshooting and proposing solutions.

Skills in analysing electrical measuring instruments.

Skills in managing projects and solving complex problems within electrical power as a power engineer.

Skills in performing and planning electrical installations in high-voltage systems.

Skills in identifying resources to carry out specialised work tasks.

Skills in communicating instructions in at least one foreign language by interpreting and explaining manuals and instructions on drawings and tools.

Competence to monitor and apply specialised knowledge for development in design and planning.

Competence to prepare contract documents.

Competence to carry out industry-related profitability assessments.

Competence to apply knowledge in electricity production plants and transmission of electrical power.

Competence to understand how energy conversion takes place.

Competence to understand the construction of electrical machines.

Competence to independently perform electrical installation work in high-voltage systems, fixed connection and disconnection of electrical equipment.

Competence to assess whether one's own competence is sufficient to carry out a specific electrical installation task.

### 4. Range of occupations accessible to the holder of the certificate <sup>3</sup>

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Pharmaceutical Administrator, Clinic Assistant, Medical Secretary, , Medical Administrator, Team Secretary (Healthcare), Healthcare Administrator

<sup>1</sup> In the original language. | <sup>2</sup> If applicable. This translation has no legal status. | <sup>3</sup> 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](http://www.myh.se)

### Level of the certificate (national or European) <sup>1</sup>

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 <sup>1</sup>

### International agreements on recognition of qualifications <sup>1</sup>

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 <sup>1</sup>

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](http://www.myh.se)

### National Europass Centre

[National Europass Centres | Europass](#)

<sup>1</sup> If applicable.