

Gymnasieskolan
Programmet
för administration, handel
och varuhantering



English
Engelska

Skolverket

Utbildningsinfo

Programme for administration, trade and merchandise handling

The programme for administration, trade and merchandise handling is intended for those who wish to work within trade, administration or communication.

You can also choose this programme if you wish to work in a warehouse.

The programme is intended for those who are service-minded and who like to meet different people.

This is what you learn on the programme

You will learn about sales, purchasing and goods flows.

You will learn how one works with the transportation and distribution of goods, what is broadly called logistics.

On the programme you will also learn about marketing. Knowledge about different products and sectors is also included.

You learn about administrative work and work on business administration in companies and public administration.

You have the opportunity of learning about communication and customer service so that you can work with conference and reception work.

You acquire knowledge of handling tools and machines which can be used within trade, administration and merchandise handling.

On the programme you will be trained to work with customers and to respond to customers with good service.

Work environment (health and safety) issues are an important part of the programme to ensure that you do not suffer workplace injuries in future and to ensure that you have good health in the workplace.

This is how the programme is organised

The national programmes include subjects that everyone shall study. These are designated as standard subjects for special needs upper secondary school students.

The subjects are:

- English
- Aesthetic activities
- History
- Physical education and health
- Mathematics

- Natural studies
- Religious studies
- Social studies (civics)
- Swedish or Swedish as a second language.

General subjects

The programme has vocational subjects or programme-specific subjects which are called standard programme subjects. All students on the programme shall study these subjects

which are as follows:

- Administration
- Trade
- Information and communication
- Purchasing and logistics
- Service and reception.

Programme specialisation

You will also study several subjects that provide you with more knowledge within the area you have chosen. These subjects are designated programme specialisation.

Since different schools can offer different subjects as special programmes, you are free to contact the school you wish to apply to and ask which programme specialisation is available at the school.

You can also read more about the programme specialisation at the website www.skolverket.se under the flap Preschools and Schools.

Individual choice

You also make an individual choice. You may yourself choose certain subjects which do not belong to the programme but that all students at the school can study.

Subject syllabus

For each subject in the special needs upper secondary school, there is a subject syllabus with credit-yielding courses.

If you succeed in this, the Principal (School Director) may determine that you can study courses or subjects available at the upper secondary school level. In this way you will be further challenged in your studies.

Grades

You receive a grade when the course is completed. The teacher will assess your knowledge and compared it with the requirements or standards set for the grading scale A, C and E.

Apl (Work-based learning)

You train for and apply the knowledge you acquire on the programme at a workplace.

This is called Workplace-based learning (Apl).

Work experience project

To demonstrate that you are well prepared for the working tasks you have learned, you carry out a special needs upper secondary school work experience project (work placement).

Since the work placement shall demonstrate the entirety of your educational attainment, this will be carried out at the end of your education.

Individual study programme

You will have an individual study programme or syllabus. This specifies which subjects and courses you are studying during your upper secondary period of study.

All decisions on what you will study shall be available in the individual study programme.

Special needs upper secondary school student certificate

When you leave the special needs upper secondary school after four years, you obtain a student certificate which shows which knowledge and experiences you have on completing your education there.

The student certificate shows how many points you have studied for during your four years at Upper Secondary School.

If you have an achieved passes in courses that together amount to 2,500 points then you have a complete special needs upper secondary school education.

This is how you work on the programme

On the programme you work practically and theoretically on different tasks.

You may be working by yourself and together with others. In different ways you can practise collaborating with others.

On the programme you practise discussing, thinking about and saying what you think.

You also acquire practice in describing how you carry out your work assignments.