

## 1. CERTIFICATE TITLE

**Kvalificerad Yrkeshögskoleexamen**

**Kvalificerad Lönekonsult**

## 2. TRANSLATION OF CERTIFICATE TITLE

**Advanced Higher Vocational Education Diploma in**

**Payroll Specialist**

This translation has no legal status

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of salaries and their components.
- Knowledge of administration and using payroll management systems and Excel.
- Knowledge of the relevant labour laws and ordinances that apply to payroll administration.
- Knowledge of collective bargaining agreements.
- Knowledge of basic finance, accountancy, book-keeping/balancing, financial terminology, calculating, budgeting and organisational steering concerning payroll administration.
- Knowledge of spoken and written English related to the profession.
- Skills in continual payroll tasks and administration, understanding of the fiscal year.
- Skills to manage and process payroll administration systems.
- Skills in Excel and other IT tools.
- Skills to apply laws, ordinances, agreements and employment types and salaries and interpret labour law texts.
- Skills to provide advice as a payroll specialist.
- Skills to work in project form, collaborate and communicate in both Swedish and English.
- Competence to work with salaries and their components, by using salary administration systems and Excel.
- Competence to work with HR and personnel-related matters and administration.
- Competence to interpret labour laws, ordinances and agreements that regulate forms of employment and salaries in addition to the legal aspects of salaries.
- Competence to provide advice and consultation and be process and service-oriented.
- Competence to use branch-related Swedish and English.
- Competence to work with various aspects of collective bargaining agreements, pensions and insurance.

## 4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Payroll Specialist, Payroll Economist, Payroll Specialist, Payroll System Administrator, Payroll Supervisor and Payroll Administrator

## 5. OFFICIAL STATUS OF THE CERTIFICATE

<b>Name and address of the awarding institution</b>	<b>Name and address of the public authority issuing awarding entitlement to education providers</b>
	The Swedish National Agency for Higher Vocational Education Box 145, 721 05 Västerås Sweden <a href="http://www.myh.se">www.myh.se</a>
<b>Diploma level (national or international designation)</b>	<b>Grading scale</b>
SEQF/EQF:	Fail (Icke godkänt - IG) Pass (Godkänt - G) Pass with Distinction (Väl godkänt - VG)

## 6. OFFICIALLY RECOGNISED MANNER OF OBTAINING THE DIPLOMA

Description of vocational education and training received	Per cent of whole programme (%)	Length (weeks)
• College/education centre		weeks
• Placement – Learning in a work environment		weeks
Total teaching/study duration resulting in diploma		<b>weeks</b>
<b>Further information</b>		
The Higher Vocational Education Diploma requires a minimum of a Pass (Godkänt) in all courses. Five HVE credits correspond to one week of full-time studies.		
A Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 200 Higher Vocational Education credits (HVE credits).		
An Advanced Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 400 HVE credits, at least one quarter of programme time is spent on student placement, and the student has completed an independent project.		
Entry requirement is successful completion of upper secondary education.		
For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: <a href="http://www.myh.se">www.myh.se</a>		

### (\*) Explanatory notes

This document is intended to provide additional information about the specified diploma and has no legal status in itself. It is based on Council Resolution 93/C No. 49/01 of 3 December 1992 on the transparency and clarity of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency and clarity of vocational education certificates, and the European Parliament and Council Recommendation 2001/613/EC of 10 July 2001 on mobility within the Union of students, persons undergoing vocational training, volunteers, teachers and educators.

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