



1. Title of the certificate – Yrkeshögskoleexamen ¹

Kvalificerad Lönekonsult, digitala systemlösningar

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

Qualified Payroll Consultant, Digital System Solutions

3. Knowledge, skills and competence profile

The holder of the certificate has:

- Specialist knowledge of theoretical and practical payroll, HR and personnel administration.
- Specialist knowledge of IT tools such as Excel and various IT systems in payroll management.
- Knowledge and overview of personnel accounting, which is a related professional and competence area.
- Knowledge and overview of project management as a related professional and competence area to payroll management.
- Knowledge and overview of general law in the professional and competence area of payroll consultant.
- Knowledge of work processes and quality criteria in theoretical and practical payroll, HR and personnel administration.
- Skills in salary preparation, both manual and in commonly used digital payroll systems.
- Skills in ongoing accounting of personnel-related items, as well as the impact of these costs on financial statements and annual financial reporting.
- Skills in human resources financial concepts and calculations, as well as financial analysis and management in the human resources field.
- Skills in legislation in labour law, tax law and contract law.
- Skills in Swedish and English communication.
- Skills in formalised reporting and change work in the payroll area.
- Competence to develop proposals for solutions to complex and commonly occurring challenges in traditional payroll/ HR and human resources administration work.
- Competence to communicate undertakings and solutions in Swedish and English in payroll, HR and personnel administration work.
- Competence to apply control documentation in the payroll field for a correct and efficient process.
- Competence to be responsible for salaries as well as reconciliation, control and analysis. Deliver reports and documentation for payment.
- Competence to apply accounting rules in the payroll process, for example by linking pay types to accounts.

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

Payroll Consultant, Payroll Economist, Payroll Specialist and Payroll System Manager

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

1. Official basis of the certificate

Name and address of the awarding institution	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	Grading scale / Pass requirements
Level 5 in the National Qualifications Framework (SeQF) Level 5 in the European Qualifications Framework (EQF)	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 Education Diploma requires a minimum of a Pass (Godkänt) in all courses.

Legal basis

A Higher Vocational Education Diploma 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.

2. Officially recognised ways of acquiring the certificate

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

3. 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

www.myh.se

¹ If applicable.