



APPENDIX TO DIPLOMA (*)



1. EXAMENSBEVISETS BENÄMNING

Yrkeshögskoleexamen

Löne- och ekonomiadministratör

2. TRANSLATION OF DIPLOMA TITLE

Diploma in Higher Vocational Education

Payroll and business administrator

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of how the whole process in payroll administration is carried out.
- Skills in payroll administration, i.e. calculation of gross pay, taxes, allowances, benefits, pensions, various absences and handling of statistics.
- Skills in interpreting various collective agreements and rules and regulations in labour law relating to payroll and personnel.
- Knowledge in bookkeeping, accounting, analysis and reporting of financial information.
- Knowledge of basic concepts of business administration, costing, budgeting, operating control and organisational development.
- Skills in using different payroll systems in payroll processing and skills in using IT as a tool in various economic applications such as spreadsheet and accounting programs.
- Skills in using various forms of system support within payroll and HR.
- Knowledge of the laws and agreements that regulate various business relationships, organization of the judiciary and different ways of solving legal problems.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Payroll Administrator, Payroll Assistant, Financial Assistant, Financial Administrator

5. OFFICIAL STATUS OF THE DIPLOMA

Name, status and address of the institution awarding the diploma	Name, status and address of the public authority issuing the entitlement to award a diploma to education providers The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås www.myh.se
Diploma Level (national or international designation) NQF/EQF: <i>scale not yet established</i> ISCED – scale:	Grading Scale 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 (hours/weeks/months/years)
• College/education centre		weeks
• Placement – Learning in a work environment		weeks
Total teaching/study duration resulting in diploma		weeks/years
<p>Further information</p> <p>A higher vocational programme may be of 200 vocational credits, equivalent to one full academic year, or 400 vocational credits, corresponding to two full academic years. If the criteria in Chapter 2, Section 13 of the Ordinance (2009:130) on higher vocational education are fulfilled, a Diploma in Higher Vocational Education is obtained. If the criteria in Chapter 2, Section 14 of the Ordinance (2009:130) on higher vocational education are fulfilled, an Advanced Diploma Higher Vocational Education is obtained.</p> <p>Entry requirement is successful completion of upper secondary education.</p> <p>For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: www.myh.se</p>		

(*) 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.

Further information on transparency and clarity may be obtained from: www.cedefop.eu.int/transparency

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