

## 1. CERTIFICATE TITLE

**Yrkeshögskoleexamen**

**Löne- och ekonomikonsult**

## 2. TRANSLATION OF CERTIFICATE TITLE

**Higher Vocational Education Diploma**

**Payroll and Financial Consultant**

This translation has no legal status.

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of payroll work in different salary systems, reconciliations, sick pay and different types of leave etc.
- Knowledge of the public pension system and occupational pension system.
- Knowledge of financial terms, calculation, budgeting and personnel finance.
- Knowledge of the accounting process, being able to post items and make year end accounts, analyse and report financial information.
- Knowledge of labour law and being able to interpret the laws and agreements that govern payroll management and personnel work.
- Knowledge of written and verbal communication in English and Swedish.
- Knowledge of digital developments in the professional field.
- Knowledge of Excel applications in the professional field.
- Skills in interpreting different collective agreements and managing pensions and insurance.
- Skills in calculating gross wages, taxes, subsistence allowances, benefits, pensions etc.
- Skills in dealing with different types of absences and statistics.
- Skills in using different payroll management systems in payroll preparation.
- Skills in applying principles and methods for calculation, budgeting and follow-up.
- Skills in posting items, making year end accounts and handling accounting programmes, as well as analysing financial information.
- Competence to work consultatively and independently as a payroll and financial consultant.
- Competence to perform qualified tasks in the areas of payroll and finance.
- Competence to work in different types of companies, organisations and public administration and have an understanding of the different conditions and requirements of the activities.
- Competence to make financial decisions, make assessments of reasonableness and draw their own conclusions from financial information.
- Competence to understand and analyse labour law problems.
- Competence to solve problems independently, meticulously and constructively.

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

Payroll and Financial Consultant, Payroll Controller, Financial Consultant, accounting, invoicing, Payroll and Accounting Administrator, Financial Consultant and Payroll Consultant

## 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 note**

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu>

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