



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkeshögskoleexamen

Löne- och pensionskonsult

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Payroll and Pensions Adviser

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of the payroll administration process.
- Knowledge of keeping accounts and financial information analysis and reporting.
- Knowledge of business administration terminology, calculations, budgeting, operational control and organisational development.
- Knowledge of laws and agreements that regulate various business relationships, how the legal system is structured, and different ways of solving legal issues.
- Knowledge of how the pensions system is structured, its content and administrative processes.
- Knowledge of insurance coverage according to laws and agreements.
- Knowledge of processes applied in HR management.
- Skills in payroll management, i.e. calculation of gross salary, taxes, allowance for expenses, benefits, pensions, different types of absence, and statistics.
- Skills in interpreting different types of collective bargaining agreements and sections of labour law which concern payroll management and employees.
- Skills in using different systems for payroll and HR management and using financial applications such as spreadsheet and accounting software.
- Skills in information searching, creating databases and producing presentation material, in Swedish and in English.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Payroll Administrator, Payroll and Pensions Adviser, Payroll Adviser, Payroll Officer, Accounts Manager.

5. OFFICIAL STATUS OF THE CERTIFICATE

Name and address of the awarding institution	Name and address of the public authority issuing awarding entitlement to education providers
	The Swedish National Agency for Higher Vocational Education Box 145, 721 05 Västerås Sweden www.myh.se
Diploma level (national or international designation)	Grading scale
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		weeks
Further information		
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: www.myh.se		

(*) 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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