



# APPENDIX TO DIPLOMA (\*)



## 1. EXAMENSBEVISETS BENÄMNING

Yrkeshögskoleexamen

Löne- och Personalekonom

## 2. TRANSLATION OF DIPLOMA TITLE

Diploma in Higher Vocational Education

Payroll and Staff Accountant

This translation has no legal status.

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of payroll, salary and staff issues.
- Knowledge of payroll management concepts such as gross salary, allowance for expenses, benefits, vacation pay, pensions, employment contracts etc.
- Knowledge of the laws and agreements that govern payroll management.
- Knowledge of payroll accounting, taxes and fees.
- Knowledge of staff administration.
- In-depth knowledge in the field of payroll, staff issues and similar areas such as tax legislation and corporate law.
- Skills in payroll accounting connected to the professional role as payroll/staff accountant.
- Skills in working with and developing staff issues.
- Skills in logical and intuitive thinking regarding taxation, corporate law and staff matters.
- Skills in using various spreadsheet programmes and applications relevant to the profession.
- Skills in working as a payroll/staff accountant, staff administrator in the public or private sector.
- Competence to work independently with payroll accounting and staff administration in a company or in the public sector.
- Competence to work independently as a payroll accountant.

## 4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Payroll accountant, payroll assistant, staff administrator, payroll administrator

## 5. OFFICIAL STATUS OF THE DIPLOMA

<b>Name, status and address of the institution awarding the diploma</b>	<b>Name, status and address of the public authority issuing the entitlement to award a diploma to education providers</b>  The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås www.myh.se
<b>Diploma Level (national or international designation)</b>  NQF/EQF: <i>scale not yet established</i> ISCED – scale:	<b>Grading Scale</b>  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		<b>weeks/years</b>
<p><b>Further information</b></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: <a href="http://www.myh.se">www.myh.se</a></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](http://www.cedefop.eu.int/transparency)

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