



# APPENDIX TO DIPLOMA (\*)



SWEDEN

## 1. EXAMENSBEVISETS BENÄMNING

**Yrkehögskoleexamen**

**Löneadministratör**

SUN-kod: 346x

Samhällsvetenskap, juridik, handel, administration – Företagsekonomi, handel och administration – Kontorsservice och sekreterartjänster – Annan utbildning i kontorsservice och sekreterartjänster

## 2. TRANSLATION OF DIPLOMA TITLE

**Higher Vocational Education Degree**

**Salary administrator**

SUN code: 346x

Business administration, commerce and management – Office and secretarial services – Other training in office services and secretarial services

This translation has no legal status.

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

Knowledge of the laws and agreements governing salaries.

Knowledge of salary administration in terms of gross salary, taxes, allowances, benefits, pensions, contracts of employment.

Skills in performing manual calculations of benefits and salaries according to collective agreements.

Knowledge of salary accounting, taxes and fees.

Knowledge of various salary systems.

## 4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Salary administrator

### (\*) 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 training diplomas, 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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**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 national authority issuing the entitlement to award a degree to education providers</b><br><br>The authority for higher vocational training<br>Swedish National Agency for Higher Vocational Education<br>Postal Address: Box 145, S-721 05 Västerås<br><a href="http://www.yhmyndigheten.se">www.yhmyndigheten.se</a> |
| <b>Diploma level (national or international designation)</b><br><br>NQF/EQF: <i>scale not yet established</i><br>ISCED – scale: 4 B | <b>Grading Scale/Requirements for Pass</b><br><br>Fail (Icke Godkänt - IG)<br>Pass (Godkänt -G)<br>Pass with Credit (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) |
|--|---------------------------------|-----------------------------------|
| <ul style="list-style-type: none"> <li>College/education centre</li> </ul>     |                                 | weeks                             |
| <ul style="list-style-type: none"> <li>Placement – learning at work</li> </ul> |                                 | weeks                             |
| Total teaching/study duration resulting in diploma                             | <b>weeks/years</b>              |                                   |

**Further information**

A higher vocational education degree 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 vocational colleges are fulfilled, a vocational diploma is obtained. If the criteria in Chapter 2, Section 14 of the Ordinance (2009:130) on vocational colleges are fulfilled, a qualified vocational diploma is obtained.

For more information on higher vocational education and the national education and the qualification system please visit the website of the Swedish National Agency for Higher Vocational Education: [www.yhmyndigheten.se](http://www.yhmyndigheten.se)