



# APPENDIX TO DIPLOMA (\*)



## 1. EXAMENSBEVISETS BENÄMNING

Kvalificerad Yrkeshögskoleexamen

### Löneekonom

SUN-kod: 346x

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

## 2. TRANSLATION OF DIPLOMA TITLE

Advanced Diploma in Higher Vocational Education

### Salary economist

SUN code: 346x

Social sciences, law, commerce, administration - Business, commerce, administration - Clerical and secretarial services - Other programme in clerical and secretarial services

This translation has no legal status

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of the salary process in hiring.
- Knowledge of labour law legislation.
- Knowledge of the different collective agreements.
- The ability to carry out salary and holiday calculations.
- Knowledge of the social insurance system.
- Skills in giving advice regarding pensions according to legislation and agreements.
- Skills in bookkeeping and travel accounting.
- Skills in filing VAT and tax returns and in preparing the balancing of accounts.

## 4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Salary supervisor, salary specialist, salary supervisor, accounting assistant, salary consultant.

## 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 <a href="http://www.yhmyndigheten.se">www.yhmyndigheten.se</a>
<b>Diploma Level (national or international designation)</b>  NQF/EQF: <i>scale not yet established</i> ISCED – scale: 5B	<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>

### Further information

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.

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.yhmyndigheten.se](http://www.yhmyndigheten.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.

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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