



# CERTIFICATE SUPPLEMENT (\*)



SWEDEN

## 1. CERTIFICATE TITLE

**Yrkeshögskoleexamen**

**Löneexpert**

## 2. TRANSLATION OF CERTIFICATE TITLE

**Higher Vocational Education Diploma**

**Payroll Expert**

This translation has no legal status.

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of practical payroll management, manual calculation, and systems management.
- Knowledge of the structure of the labor law system and its interpretation and application.
- Knowledge of business finance and accounting associated with salary-related matters.
- Knowledge of the different steps and processes involved in the work of personnel members.
- Knowledge of English terminology pertaining to salary, finance and HR.
- Knowledge of pensions and insurance.
- Skills in managing complex payroll calculations, both manually and in payroll systems.
- Skills in interpreting, understanding, and applying laws and contractual agreements in the course of managing the payroll.
- Skills in managing basic bookkeeping and accounting associated with salary-related matters.
- Skills in managing general HR issues and social auditing/staffing cost calculations.
- Skills in communicating in English (both verbally and in writing) on matters pertaining to salary.
- Skills in managing pensions and insurance for both company officials and employees at all levels.
- Skills in communicating in an educational and professional manner (both verbally and in writing).
- Competence to independently plan, operate, and develop all aspects of payroll management.
- Competence to independently perform and discuss tasks related to finance, accounting and human resources.
- Competence to administrate pensions and insurance contracts and supervise others in these matters.
- Competence to communicate on a professional level in both Swedish and English (verbally and in writing).

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

Payroll specialist in large or medium-sized companies and organisations, Consultant within the payroll area at staffing companies or Consultant at payroll service bureaus or outsourcing companies.

## 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 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.

© European Communities, 2002