



APPENDIX TO DIPLOMA (*)



1. EXAMENSBEVISETS BENÄMNING

Yrkehögskoleexamen

Lönekonsult

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

Diploma in Higher Vocational Education

Payroll Consultant

SUN code:346x

Social sciences, law, commerce, administration - Business economy, commerce and administration - Office services and secretarial services - Other education in office services and secretarial services

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- The ability to work independently as a payroll consultant.
- The ability to independently calculate salary with allowances and deductions, perform regular payments and report taxes and charges, as well as submit reports to authorities.
- The ability to independently carry out annual payroll practices.
- Skills in interpreting and applying labour legislation, regulations and collective agreements in practical payroll work.
- Proficiency in conducting payroll-related bookkeeping.
- Skills in the mapping and analysis of the payroll process using ratios.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Payroll Consultant, Payroll Specialist, Payroll Administrator

5. OFFICIAL STATUS OF THE DIPLOMA

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

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

(*) 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

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