



APPENDIX TO DIPLOMA (*)



1. EXAMENSBEVISETS BENÄMNING

Yrkeshögskoleexamen

Lönekonsult

2. TRANSLATION OF DIPLOMA TITLE

Diploma in Higher Vocational Education

Payroll Consultant

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of reconciliation and end-of-year procedures.
- Knowledge of employee taxation and different types of benefits.
- Knowledge of how the payroll system is structured and its connections to the economy system.
- Knowledge of how salaries form an important component of pensions and insurance.
- Knowledge of customer contact and confidentiality.
- Knowledge of English terms and expressions that are relevant to the profession.
- Knowledge of how Lean production can contribute to increased efficiency.
- Skills in working independently in IT based payroll systems and integrating the data in other systems.
- Skills in working hands-on with all steps of a salary year including reconciliation, reasonability assessments, troubleshooting and other accounting procedures.
- Skills in applying current legislation regarding different forms of employment.
- Skills in understanding the basics of accounting, personally handling payroll-related accounting tasks and communicating about and troubleshooting the account.
- Competence in using information from the accounting for independent reviews, follow-up and analyses.
- Competence in working, independently and with others, to identify and evaluate problems and solutions based on a development and change perspective as well as a sustainability perspective on business operations and society in general.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Payroll Consultant, Payroll Specialist, Payroll Officiator, Payroll Economist, 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.myh.se
Diploma Level (national or international designation)	Grading Scale
NQF/EQF: <i>scale not yet established</i> ISCED – 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
<p>Further information</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: www.myh.se</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

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