



# CERTIFICATE SUPPLEMENT (\*)



SWEDEN

## 1. CERTIFICATE TITLE

**Yrkeshögskoleexamen**

**Lönekonsult**

## 2. TRANSLATION OF CERTIFICATE TITLE

**Higher Vocational Education Diploma**

**Payroll Consultant**

This translation has no legal status.

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge, skills and competence required to work as a Payroll Consultant, Payroll Economist, Payroll Specialist, Payroll Systems Administrator, Payroll Controller or Payroll Administrator.
- Knowledge of salaries and their constituent parts such as reconciliations, sick pay and paid leave.
- Knowledge of administration and how to work with different payroll management systems.
- Knowledge of HR and staff-related issues and processes.
- Skills in entering payroll information correctly and working freely in different payroll systems.
- Skills in calculating the financial consequences of staff-related issues such as pensions, VAT, insurance etc. in order to support HR by providing financial data.
- Skills in applying legislation, rules and agreements that regulate different forms of employment and in interpreting labour law texts.
- Skills in providing services such as reports and analyses, including key figures and company valuation.
- Skills in business English within the field of payroll, HR and finances, orally and in writing.
- Skills in analysing and presenting information, orally and in writing.
- Skills in solving payroll-related problems using existing regulations and collective bargaining agreements, and using relevant methods and legal terminology in the specialist field of payroll economists.
- Skills in carrying out all duties involved in day-to-day payroll work and the calculation of salaries.
- Competence to, independently or as part of a team, work with qualified work duties relating to payroll management and to use systems to solve, assist and meet the demands of organisations and operations.
- Competence to work in a solution-focused and consultative way towards employees, the organisation and external contacts.
- Competence to communicate payroll-related matters within the organisation in a service-minded and educational way, in Swedish and in English.
- Competence to keep running accounts and produce closing accounts, and understanding the company's financial situation.
- Competence to produce a budget and understand how payroll-related issues affect the accounts.

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

Payroll Controller, Process Manager (payroll processes), Payroll Administrator, Payroll Consultant, Payroll Economist, HR Assistant

## 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.

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