



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 of salaries and their constituent's parts such as payroll routines, taxes and fees.
- Knowledge of labor law, staff rights, laws rules and collective agreements.
- Knowledge of payments and transferring to accounting and economic concepts, calculations and budgeting.
- Knowledge of the wage process routines and knowledge of HR processes in its entirety.
- Knowledge of the roles of wages in the company's accounts and bookkeeping as well as in-depth understanding of salary-related accounting.
- Knowledge of routines and concepts in IT and system management.
- Knowledge of the consultancy role and the ethical rules governing the business.
- Skills in carry out payroll and payouts and executing annual payroll routines and make annual observations.
- Skills in being responsible for corporate payroll management and payroll strategy.
- Skills in understanding and interpret law texts within labor law.
- Skills in calculating, reporting and pay taxes and fees as well as reporting to government.
- Skills in conversing and understanding the most common English concepts within the payroll area as well as communication in business English as a payroll consultant, orally as well as in writing.
- Competence to work consultatively and independently within the payroll areas, as well as manage staff administrative issues and work in different types of companies or public administration and to understand the different requirements.
- Competence to account for taxes and fees and report to the government as well as interpreting labor laws, rules and collective agreements.
- Competence to proactively develop the payroll process as well as manage bookkeeping in the wage area and carry out annual routines and provide oral and written communication and consultancy.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Payroll Administrator, Payroll Consultant, Payroll Specialist and Payroll Assisant.

5. OFFICIAL STATUS OF THE CERTIFICATE

Name and address of the awarding institution	Name and address of the public authority issuing awarding entitlement to education providers
	The Swedish National Agency for Higher Vocational Education Box 145, 721 05 Västerås Sweden www.myh.se
Diploma level (national or international designation)	Grading scale
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		weeks
Further information		
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: www.myh.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.

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