



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 parts.
- Knowledge of annual payroll procedures and the payroll process.
- Knowledge of laws and agreements governing payroll administration.
- Knowledge of personnel-related economic concepts and calculations.
- Knowledge of basic bookkeeping and accounting.
- Knowledge of English terms and expressions within payroll.
- Knowledge of theoretical communication models and practical communication tools and techniques.
- Skills in payroll management, i.e. calculation of gross salary, taxes, allowance for expenses, benefits, pensions, different types of absence and statistics.
- Skills in interpreting and applying labour legislation, regulations and collective agreements in practical payroll work.
- Skills in conducting payroll-related bookkeeping.
- Skills in mapping and analysis of the payroll process using ratios.
- Competence to independently calculate salaries with allowances and deductions, perform regular payments and report taxes and charges, as well as submit reports to authorities.
- Competence to independently carry out annual payroll practices.
- Competence to conduct basic payroll-system management.
- Competence to communicate payroll-related matters in a service-minded way in Swedish and English.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Payroll Consultant, Payroll Administrator, Payroll Specialist and Payroll Assistant.

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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