



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 work with salaries, the payroll process and different aspects of staff work.
- Knowledge of the role as a payroll consultant and industry ethics.
- Knowledge of payroll procedures, taxes and fees.
- Knowledge of laws, regulations and collective bargaining agreements.
- Knowledge of HR-calculations and key economic figures.
- Knowledge of general and salary-related bookkeeping and accounting.
- Knowledge of HR and salary terminology in English.
- Knowledge of system management, its structure and routines for updating and upgrading.
- Knowledge of consultation theory models and practical tools and methods for communication and dialogues.
- Knowledge of methods in managing and reporting projects.
- Skills in management of the payroll process.
- Skills to conduct different kind of calculations and reports and integrate these into business systems.
- Skills in Swedish and English industry terminology.
- Competence to plan, analyse and carry out payroll procedures following laws, regulations and ethics.
- Competence to work as a consultant.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Payroll Consultant, Payroll Administrator, Payroll Assistant and Payroll Specialist

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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