



# 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 methods and quality criteria for theoretical and practical payroll, HR and staff administration tasks.
- 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 English terms and expressions within payroll.
- Skills to work with all aspects of salary, including balancing, feasibility evaluations, finding errors and other bookkeeping routines.
- Skills to work with tax tables, employer contributions and marginal tax and determine what constitutes a benefit/salary.
- Skills to manage and understand comprehensive agreements, pensions and insurance.
- Skills to apply current employment legislation.
- Skills to understand bookkeeping and process salary-related tasks.
- Skills to use administrative programs such as salary, finance and HR tools.
- Competence to work consultatively and independently within the payroll areas.
- 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 communicate payroll-related matters in a service-minded way.

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

Payroll Consultant, Payroll Specialist and Payroll Administrator

## 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 note**

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu>

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