



APPENDIX TO DIPLOMA (*)



SWEDEN

1. EXAMENSBEVISETS BENÄMNING

Yrkeshögskoleexamen

Lönespecialist

SUN-kod: 345b

Samhällsvetenskap, juridik, handel, administration - Företagsekonomi, handel, administration - Ledning och administration - Administration och förvaltning

2. TRANSLATION OF DIPLOMA TITLE

Diploma in Higher Vocational Education

Salary specialist

SUN code: 345b

Social sciences, law, commerce, administration - Business, commerce, administration - Management and administration - Administration

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Skills in working with salary processing and management, e.g. holiday management, leave of absence, salary audits and sick leave.
- Knowledge of how the various parts interact in creating a business system.
- Knowledge of the laws that govern companies' accounting, reporting and taxation, and of labour law regulation and working methods such as AML, MBL, ATL, SemL and LAS.
- Skills in working with bookkeeping, VAT and employers' contributions.
- Knowledge of valuation problems and balancing the books.
- Skills in making financial calculations related to personnel and in working with at least one salary application.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Salary specialist, salary adviser.

5. OFFICIAL STATUS OF THE DIPLOMA

Name, status and address of the institution awarding the diploma	Name, status and address of the public authority issuing the entitlement to award a diploma to education providers
	The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås www.yhmyndigheten.se
Diploma Level (national or international designation)	Grading Scale
NQF/EQF: <i>scale not yet established</i> ISCED – scale: 4B	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 (hours/weeks/months/years)
• College/education centre		weeks
• Placement – Learning in a work environment		weeks
Total teaching/study duration resulting in diploma		weeks/years

Further information

A higher vocational programme may be of 200 vocational credits, equivalent to one full academic year, or 400 vocational credits, corresponding to two full academic years. If the criteria in Chapter 2, Section 13 of the Ordinance (2009:130) on higher vocational education are fulfilled, a Diploma in Higher Vocational Education is obtained. If the criteria in Chapter 2, Section 14 of the Ordinance (2009:130) on higher vocational education are fulfilled, an Advanced Diploma Higher Vocational Education is obtained.

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.yhmyndigheten.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.

Further information on transparency and clarity may be obtained from: www.cedefop.eu.int/transparency

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