



APPENDIX TO DIPLOMA (*)



1. EXAMENSBEVISETS BENÄMNING

Yrkeshögskoleexamen

Lönespecialist

2. TRANSLATION OF DIPLOMA TITLE

Diploma in Higher Vocational Education

Payroll Specialist

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of bookkeeping and accounting on a basic level.
- Knowledge of salary and all of its components; holiday, sick pay, rehabilitation, etc.
- Knowledge of yearly payroll procedures and the payroll process.
- Knowledge of models for communication theory, rhetoric and body language.
- Knowledge of laws and regulations in the area.
- Knowledge of customer relations and the importance of cooperation.
- Skills in performing calculations of salary with supplements and deductions.
- Skills in carrying out various payroll procedures such as calculating, accounting and paying taxes.
- Skills in understanding and interpreting labour law texts.
- Skills in structuring, analysing and presenting information both verbally and in writing.
- Skills in calculating salary with supplements and deductions, processing payments.
- Skills in managing salary-related accounting, communicating about and troubleshooting in accounting.
- Skills in managing verbal and writing communications.
- Competence in taking responsibility for and independently interpreting and applying labour law-related legislation, rules and collective agreements.
- Competence in independently conducting surveys and analyses of payroll procedures with the help of key figures.
- Competence in contributing to the development of the consultative aspect of the professional role, with a high level of service-mindedness.
- Competence in independently implementing training initiatives.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Payroll Specialist, Payroll Consultant

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.myh.se
Diploma Level (national or international designation) NQF/EQF: <i>scale not yet established</i> ISCED – scale:	Grading Scale 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
<p>Further information</p> <p>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.</p> <p>Entry requirement is successful completion of upper secondary education.</p> <p>For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: www.myh.se</p>		

(*) 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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