



# 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 laws and agreements governing payroll administration within business.
- Knowledge of corporate and organisational financial reporting with a focus on personnel economics.
- Knowledge of personnel-related economic concepts and calculations.
- Knowledge of Human Resources (HR) concepts and applications.
- Knowledge of English terms and expressions within payroll and HR.
- Knowledge of project management and project participation.
- Knowledge of the new professional role within payroll management.
- Skills in understanding and applying the payroll administrative regulations.
- Skills in applying current legislation regarding various terms of employment.
- Skills in understanding how the payroll area is handled using modern methods in the organisation's financial systems.
- Skills in using the English language as a tool in international business with a focus on wage issues.
- Skills in working on and managing projects.
- The competence required to master all aspects of payroll administration comprised by an entire payroll year.
- Competence in resolving legal labour problems using legal texts and legal handbooks.
- The skills necessary to develop their professional role as payroll specialist at their workplaces in keeping with the industry's transformation.
- The ability to complement their position as payroll specialist by working practically with basic bookkeeping, bookkeeping issues and accounting.

## 4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Payroll Specialist in large or medium-sized companies and organisations, consultant within the payroll area at staffing companies or consultant at payroll service bureaus or outsourcing companies.

## 5. OFFICIAL STATUS OF THE DIPLOMA

<b>Name, status and address of the institution awarding the diploma</b>	<b>Name, status and address of the public authority issuing the entitlement to award a diploma to education providers</b>  The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås <a href="http://www.myh.se">www.myh.se</a>
<b>Diploma Level (national or international designation)</b>  NQF/EQF: <i>scale not yet established</i> ISCED – scale:	<b>Grading Scale</b>  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		<b>weeks/years</b>
<p><b>Further information</b></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: <a href="http://www.myh.se">www.myh.se</a></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](http://www.cedefop.eu.int/transparency)

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