



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkeshögskoleexamen

Lönespecialist

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Payroll Specialist

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of the entire payroll administration process.
- Knowledge of keeping accounts, carrying out analyses, and reporting financial information.
- Knowledge of fundamental business administration concepts, calculations, budgeting, operational management, and organisational development.
- Knowledge of the laws and agreements that regulate various business relationships.
- Knowledge of how the legal system is structured and different ways of solving legal issues
- Skills in payroll management, i.e. calculation of gross salary, taxes, allowance for expenses, benefits, pensions, different types of absence and statistics.
- Skills in interpreting different collective bargaining agreements and sections of labour law which concern payroll management and employees.
- Skills in using different payroll management systems when preparing salaries, and using IT as a tool in various types of financial applications such as spreadsheet and accounting software.
- Skills in using different system support functions in payroll and HR.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Payroll Administrator, Payroll Officer, Payroll Specialist, Payroll Advisor and Payroll Consultant

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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