



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 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 financial 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 to understand and apply payroll administrative regulations.
- Skills to apply current legislation to various terms of employment.
- Skills in understanding how the payroll area is managed using modern methods in the financial systems of an organisation.
- Skills to use the English language as a tool in international business with a focus on wage matters.
- Skills in working on and managing projects.
- Skills in necessary development in the role as payroll specialist at workplaces in-keeping with the industry's transformation.
- Competence to master all aspects of payroll administration throughout the payroll year.
- Competence to resolve legal labour problems using legal texts and legal handbooks.
- Competence to work practically with basic bookkeeping, bookkeeping issues and accounting as a payroll specialist.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Payroll Specialist in large or medium-sized companies and organisations, Payroll Consultant at staffing companies and Payroll Service Consultant at bureaus or outsourcing companies

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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