

## 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 work with salaries, including balancing and end-of-year routines.
- Knowledge of laws and agreements governing salary administration, such as tax law, fees and priority rights. Knowledge of legislation and agreements governing employment, such as Swedish employment law, Swedish employment protection act, collective agreements, employment contracts and other contracts.
- Knowledge of personal insurance, salary analysis and revision and salary setting strategies.
- Knowledge of corporate and organisational financial reports with focus on personal finance.
- Knowledge of how the salary system is formed and linked to the economic system.
- Knowledge of salary-related bookkeeping.
- Knowledge of staff administration terms and applications in addition to personal finance terms and calculations.
- Knowledge of English HR and salary terminology and processing.
- Skills in regulations governing salary administration.
- Skills to work with all aspects of salary, including balancing, feasibility evaluations, finding errors and other bookkeeping routines.
- Skills to work with tax tables, employer contributions and marginal tax and determine what constitutes a benefit/salary.
- Skills to manage and understand comprehensive agreements, pensions and insurance.
- Skills to apply current employment legislation.
- Skills to understand bookkeeping and process salary-related tasks.
- Skills to use administrative programs such as salary, finance and HR tools.
- Competence to work with all aspects of the salary year.
- Competence to work with salary presentations in both the public and private sectors.
- Competence to interpret and apply employment legislation, rules and collective agreements with help from legal texts and handbooks.
- Competence to manage staff administration questions.
- Competence to clarify and develop the role as payroll specialist.

## 4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Payroll Specialist and Salary Consultant

## 5. OFFICIAL STATUS OF THE CERTIFICATE

<b>Name and address of the awarding institution</b>	<b>Name and address of the public authority issuing awarding entitlement to education providers</b>
	The Swedish National Agency for Higher Vocational Education Box 145, 721 05 Västerås Sweden <a href="http://www.myh.se">www.myh.se</a>
<b>Diploma level (national or international designation)</b>	<b>Grading scale</b>
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		<b>weeks</b>
<b>Further information</b>		
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: <a href="http://www.myh.se">www.myh.se</a>		

### (\*) 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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