



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 accounting on a basic level.
- Knowledge of salaries and their constituent parts, paid vacation, sick leave, rehabilitation etc.
- Knowledge of annual payroll procedures and the payroll process.
- Knowledge of theoretical communication models, rhetoric and body language.
- Knowledge of laws and regulations relevant to the field.
- Knowledge of customer interaction and the importance of cooperation.
- Skills in calculating salaries with extra pay and deductions, and paying out salaries.
- Skills in carrying out various payroll procedures such as calculating, accounting for and paying taxes.
- Skills in understanding and interpreting texts related to labour law.
- Skills in structuring, analysing and presenting information, orally and in writing.
- Skills in handling payroll-related accounts, communicating about and troubleshooting the accounting.
- Skills in oral and written communication.
- Competence to be responsible for and independently interpret and apply labour law provisions, rules and collective bargaining agreements.
- Competence to independently map out and analyse payroll procedures using key figures.
- Competence to contribute to the development of the consultative aspect of their professional role, in a service-minded way.
- Competence to independently carry out educational efforts.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Payroll Specialist, 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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