



# 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 basic salary-related bookkeeping and accounting.
- Knowledge of salaries and their components, holiday pay, sick pay, rehabilitation etc.
- Knowledge of annual salary routines and key figures.
- Knowledge of the payroll process and staff accounts.
- Knowledge of communication theory models, rhetoric and body language.
- Knowledge of employment law, employment types and other laws and regulations.
- Knowledge of payroll and business systems as well as payroll terminology in English.
- Skills to calculate salaries, additional payments and deductions.
- Skills in troubleshooting and rectifying any errors.
- Skills in salary routines and calculating, accounting and paying taxes.
- Skills to understand and interpret employment legislation.
- Skills to analyse staff statistics and mobility and their measurements, causes and costs.
- Skills to calculate staff finance.
- Skills to analyse sickness leave and patterns of sickness-related absence.
- Skills to work with personal improvement.
- Competence to analyse, present and implement written and spoken communication.
- Competence to calculate salaries with supplements and deductions and make payments.
- Competence to perform annual salary routines and develop and evaluate payroll processes.
- Competence to analyse the grounds for various situations related to salary calculation and propose alternatives.
- Competence to interpret and implement employment law, regulations and collective agreements.
- Competence to map and analyse salary procedures using key figures and see and propose improvements.
- Competence to work with salary-related bookkeeping, provide information about and find errors in bookkeeping.
- Competence to professionally develop the consultative aspects of the profession.
- Competence to analyse results of staff finance accounts.

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

Payroll Specialist and Payroll 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.

© European Communities, 2002