



# 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 and accounting at basic level.
- Knowledge of salary and its constituents; holidays, sick leave, rehabilitation, etc.
- Knowledge of annual salary routines and key figures.
- Knowledge of the payroll process, Communication Theory models, rhetoric and body language.
- Knowledge of laws and regulations and personnel accounting.
- Knowledge of labor law - the structure of the labor market, forms of employment and labor law.
- Knowledge of salary and business systems.
- Knowledge of English concepts in payroll administration.
- Skills in calculations of salaries with additions and deductions.
- Skills in troubleshooting and be able to correct any errors.
- Skills in various wage routines.
- Skills in calculate, report and pay taxes.
- Skills in analyse staff statistics and mobility and its dimensions, causes and costs.
- Skills in personnel financial calculations.
- Skills to be able to analyse sick leave and to work on independent improvements.
- Competence to independently be able to calculate salary with additions and deductions, as well as make payments and perform annual salary routines.
- Competence to take responsibility for and independently interpret and apply labor law legislation, rules and collective agreements.
- Competence to conduct survey and analysis of salary routines using key figures and be able to see and propose improvement opportunities.
- Competence to manage payroll accounting, communicate about and troubleshoot in accounting of high service and contribute to develop the consultative aspect of the professional role.
- Competence to develop and evaluate pay processes, analyse the results of personnel financial reports.

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

Payroll specialist

## 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 note**

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu>

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