



1. Title of the certificate – Yrkeshögskoleexamen ¹

Lönespecialist

2. Translated title of the certificate – Higher Vocational Education Diploma ²

Payroll Specialist

3. Knowledge, skills and competence profile

The holder of the certificate has:

- Knowledge of bookkeeping and accounting at a basic level.
- Knowledge of payroll and its components: holiday, sick leave, rehabilitation etc.
- Knowledge of annual payroll routines and key figures.
- Knowledge of the payroll process.
- Knowledge of communication theory models, rhetoric and body language.
- Knowledge of laws and rules.
- Knowledge of personnel accounting.
- Skills in calculating salaries with supplements and deductions.
- Skills in performing troubleshooting and being able to fix any errors.
- Skills in performing different payroll routines.
- Skills in calculating, accounting for and paying taxes.
- Skills in understanding and interpreting labour law texts.
- Skills in analysing and presenting information verbally and in writing.
- Skills in analysing personnel statistics and mobility and their metrics, causes and costs.
- Competence to be able to independently calculate salary with supplements and deductions, as well as make payments.
- Competence to independently perform annual payroll procedures.
- Competence to be able to analyse why various situations arise in salary calculations etc. and propose appropriate measures.
- Competence to take responsibility for and independently interpret and apply labour law, rules and collective agreements.
- Competence to independently perform mapping and analysis of payroll procedures with the aid of key figures and have the ability to see and suggest opportunities for improvement.
- Competence to independently manage payroll-related accounting, as well as communicate about and troubleshoot in this accounting.
- Competence to independently perform verbal and written communication input in both English and Swedish.

4. Range of occupations accessible to the holder of the certificate ³

Payroll Specialist, Payroll Consultant, Payroll Administrator and Payroll Assistant

¹ In the original language. | ² If applicable. This translation has no legal status. | ³ If applicable.

1. Official basis of the certificate

Name and address of the awarding institution	Authority providing accreditation / recognition of the certificate
	The Swedish National Agency for Higher Vocational Education Box 145 721 05 Västerås, Sweden www.myh.se
Level of the certificate (national or European) ¹	Grading scale / Pass requirements
Level 5 in the National Qualifications Framework (SeQF) Level 5 in the European Qualifications Framework (EQF)	Fail (icke godkänt – IG) Pass (Godkänt – G) Pass with distinction (Väl godkänt – VG)
Access to next level of education / training ¹	International agreements on recognition of qualifications ¹
	The Higher Vocational Education Diploma requires a minimum of a Pass (Godkänt) in all courses.

Legal basis

A Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 200 Higher Vocational Education credits (HVE credits). Five HVE credits correspond to one week of full-time studies.

2. Officially recognised ways of acquiring the certificate

Description of vocational education and training	Percentage of total programme (%)	Duration (/weeks)
College/education centre	%	weeks
Placement – learning in a work environment	%	weeks
Total duration of the education / training leading to the certificate		weeks

3. Additional information

Entry requirements ¹

Entry requirement is successful completion of upper secondary education.

More information (including a description of the national qualifications system)

For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: www.myh.se

National Europass Centre

www.myh.se

¹ If applicable.