



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 control documentation for payroll work such as laws, agreements, guidelines and policies and how these interact.
- Knowledge of wage preparation, both manually and in common payroll systems on the market.
- Knowledge of ongoing accounting of personnel-related items, as well as the impact of these costs on financial statements and annual financial reporting.
- Knowledge of human resources financial concepts and calculations, as well as financial analysis and management in the human resources field.
- Knowledge of labour law and legislation in the field of personnel taxation.
- Knowledge of Swedish and English communication in the payroll field.
- Skills in applying control documentation in the payroll field for a correct and efficient process.
- Skills in taking responsibility for payroll, as well as reconciliation and controls. Deliver reports and documentation.
- Skills in applying accounting rules in the payroll process, for example by linking pay types to accounts.
- Skills in explaining how the choice of preparation method affects the income statement and balance sheet.
- Skills in producing human resources financial reports and key figures, as well as comparing outcomes with other organisations and public statistics.
- Skills in interpreting and applying legislation in the field of human resources, such as labour law and laws in the area of personnel tax.
- Skills in applying Swedish and English technical terminology in the payroll field. Use the English language as a tool in international contacts on payroll issues.
- Competence to independently apply control documentation in the payroll field and to be able to make proposals for better and more efficient processes.
- Competence to calculate and explain the outcome of different payroll preparation methods.
- Competence to evaluate financial outcomes and to propose appropriate measures to achieve defined goals.
- Competence to analyse human resources financial reports and key figures, as well as propose appropriate measures in their own organisation.
- Competence to devise and choose practical applications in the payroll process, based on law, agreements and other governing documents.

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

Payroll Specialist, Payroll Consultant and Payroll Controller

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.