



APPENDIX TO DIPLOMA (*)



1. EXAMENSBEVISETS BENÄMNING

Yrkeshögskoleexamen

Lönespecialist med konsultativ kompetens

2. TRANSLATION OF DIPLOMA TITLE

Diploma in Higher Vocational Education

Payroll Specialist with Consulting Expertise

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of payroll administration procedures and the continual payroll work, including some of the market's common payroll systems.
- Knowledge of employment forms and collective bargaining agreements.
- Knowledge of labour laws applicable to payroll administration.
- Knowledge of salary forms and salary shares in legislation and agreements, personnel taxes and the basis of social welfare contributions.
- Knowledge of travel expenses and allowance for expenses.
- Knowledge of basic economics relating to the payroll area.
- Skills in applying knowledge from payroll administration procedures and continual payroll work in practice.
- Skills in handling current IT-based payroll and time management systems.
- Skills in carrying out continual payroll work according to legislation and agreements.
- Skills in communicating well with colleagues and clients, and providing support and service to colleagues and clients.
- Competence in working independently.
- Competence in carrying out payroll payment and annual procedures.
- Competence in carrying out continual payroll work and understanding related HR matters.
- Competence in counselling clients.
- Competence in working as a payroll specialist in large or medium-sized companies in the private or public sector, or as a consultant in the payroll area at a temp agency and/or payroll firm.
- Competence to, after working a few years as a payroll specialist, launch their own business in the payroll field.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Payroll Specialist, Payroll Consultant, Payroll Administrator, Payroll Assistant

5. OFFICIAL STATUS OF THE DIPLOMA

Name, status and address of the institution awarding the diploma	Name, status and address of the public authority issuing the entitlement to award a diploma to education providers
	The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås www.myh.se
Diploma Level (national or international designation)	Grading Scale
NQF/EQF: <i>scale not yet established</i> ISCED – scale:	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 (hours/weeks/months/years)
• College/education centre		weeks
• Placement – Learning in a work environment		weeks
Total teaching/study duration resulting in diploma		weeks/years
<p>Further information</p> <p>A higher vocational programme may be of 200 vocational credits, equivalent to one full academic year, or 400 vocational credits, corresponding to two full academic years. If the criteria in Chapter 2, Section 13 of the Ordinance (2009:130) on higher vocational education are fulfilled, a Diploma in Higher Vocational Education is obtained. If the criteria in Chapter 2, Section 14 of the Ordinance (2009:130) on higher vocational education are fulfilled, an Advanced Diploma Higher Vocational Education is obtained.</p> <p>Entry requirement is successful completion of upper secondary education.</p> <p>For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: www.myh.se</p>		

(*) 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.

Further information on transparency and clarity may be obtained from: www.cedefop.eu.int/transparency

© European Communities, 2002