



# APPENDIX TO DIPLOMA (\*)



SWEDEN

## 1. EXAMENSBEVISETS BENÄMNING

**Yrkeshögskoleexamen**

**Löneekonom**

SUN-kod: 346x

Samhällsvetenskap, juridik, handel, administration - Företagsekonomi, handel och administration - Kontorsservice och sekreterartjänster - Annan utbildning i kontorsservice och sekreterartjänster

## 2. TRANSLATION OF DIPLOMA TITLE

**Diploma in Higher Vocational Education**

**Payroll Manager**

SUN code: 346x

Social science, law, commerce, administration - Business, commerce and administration - Office administration and secretarial services - Other office administration and secretarial training

This translation has no legal status.

## 3. SKILLS AND KNOWLEDGE PROFILE

**The holder of this document has**

- Knowledge of the link between payroll and accounting systems.
- Ability to take an entrepreneurial approach and make appropriate choices in the development of new business plans and strategies as well as a new product, business or organisation regardless of the type of industry.
- Competence to carry out all payroll processes and calculations of salaries required throughout a fiscal year including to apply the laws, rules and agreements that govern various forms of employment.
- Competence to understand the economic impact of legal decisions and which sections of the law that are relevant to a payroll specialist, basic bookkeeping and accounting skills.
- Competence to work with key ratios, make a presentation on for example budgeting.
- Knowledge of HR management so as to assist with the correct facts and figures.
- Knowledge accounting HR and finance terminology in both spoken and written English.
- Ability to evaluate businesses by reading and interpreting annual accounts as well as confidence in using different payroll systems.
- Demonstrated ability to solve payroll related issues by means of appropriate regulations and collective agreements and by applying legal procedures and legal terminology relevant to the specialist area of a Payroll Manager.
- Ability to produce basis for financial decision-making and financial impact calculations owing to issues relating to personnel and HR.
- Competence to provide additional accounting services such as reports and analyses.
- Competence to be part of a team or work independently with qualified information relating to payroll systems and apply such systems to solve and fulfil organisational and operational requirements.
- A demonstrated ability to provide consultation and advice to personnel, organisation and external contacts.

## 4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Payroll specialist in businesses and organisations in the public and private sector - Payroll Manager - Payroll Assistant - HR Assistant - Payroll Administrator - Payroll Consultant - Payroll Officer

## 5. OFFICIAL STATUS OF THE DIPLOMA

<b>Name, status and address of the institution awarding the diploma</b>	<b>Name, status and address of the public authority issuing the entitlement to award a diploma to education providers</b>
	The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås <a href="http://www.yhmyndigheten.se">www.yhmyndigheten.se</a>
<b>Diploma Level (national or international designation)</b>	<b>Grading Scale</b>
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		<b>weeks/years</b>

### Further information

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.

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: [www.yhmyndigheten.se](http://www.yhmyndigheten.se)

### (\*) 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](http://www.cedefop.eu.int/transparency)

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