

Assessment program

<b>Certificate</b>	Payroll administration
<b>Diploma(s)</b>	Practical Diploma in Payroll Administration (PDL®)
<b>Exam</b>	Employment Law & Social Security level 4
<b>Level</b>	Part of Practical Diploma in Payroll Administration (PDL®) indicated at NLQF/EQF level 4
<b>Version</b>	1.0
<b>Valid from</b>	01-09-23
<b>Established on</b>	01-12-22
<b>Established by</b>	Associatie voor Examinering
<b>Particularities</b>	The certificate Employment Law & Social Security level 4 is valid for four years.

Attainment and test criteria							
*) = See appendix for explanation K = Knowledge questions C = Comprehension questions P = Practical questions A = Analytical questions							
<b>1</b>	<b>The candidate has knowledge of employment law, in particular labor relationships and the employment contract.</b>			<b>K</b>	<b>C</b>	<b>P</b>	<b>A</b>
	1.1	The candidate can explain the consequences of the different forms of cooperation. *)		x			
	1.2	The candidate can apply the rules in the application phase. *)			x		
	1.3	The candidate can apply the regulations regarding the conclusion of an employment contract. *)			x		
	1.4	The candidate can apply the rights and obligations of the employer and the employee during the employment contract. *)			x		
	1.5	The candidate can apply the rules relating to special clauses. *)			x		
	1.6	The candidate can apply the ways in which the employment contract can end in a specific situation. *)			x		
	1.7	The candidate can apply the regulations at the end of the employment relationship. *)			x		
	1.8	The candidate can apply the rules relating to notice periods and prohibitions on termination. *)			x		
	1.9	The candidate can explain the rules of procedural employment law. *)		x			
<b>2</b>	<b>The candidate has knowledge of the regulations relating to the CLA, workers' participation, working conditions and working hours and the Wazo.</b>			<b>K</b>	<b>C</b>	<b>P</b>	<b>A</b>
	2.1	The candidate can apply the rules of the CLA in a specific situation. *)			x		
	2.2	The candidate can explain the rules of workers' participation. *)		x			
	2.3	The candidate can explain the rules relating to working conditions. *)		x			
	2.4	The candidate can interpret the rules relating to working hours. *)		x			
	2.5	The candidate can apply the rules relating to the Wet arbeid en zorg (Work and Care Act) in a specific situation. *)			x		
<b>3</b>	<b>The candidate has knowledge of social security and related processes.</b>			<b>K</b>	<b>C</b>	<b>P</b>	<b>A</b>
	3.1	The candidate can explain the classification of social security and the differences between the various laws. *)			x		
	3.2	The candidates can explain the main differences between the Zvw and the Wlz. *)		x			
	3.3	The candidate can apply the social security regulations with regard to appeals in a specific situation. *)			x		
	3.4	The candidate can describe the social security laws implementation agency. *)		x			
	3.5	The candidate can explain the rules of the policy administration. *)			x		
	3.6	The candidate can apply the rules of the compulsory national insurance schemes. *)			x		
	3.7	The candidate can calculate the amount of the sv wage. *)			x		
	3.8	The candidate can explain the regulations relating to pensions. *)		x			
	3.9	The candidate can calculate the pensionable wage and the employer's and employee's contributions. *)			x		
<b>4</b>	<b>The candidate has knowledge of the regulations regarding incapacity for work.</b>			<b>K</b>	<b>C</b>	<b>P</b>	<b>A</b>
	4.1	The candidate can apply the rules relating to short-term incapacity for work. *)			x		
	4.2	The candidate can apply the rules relating to long-term incapacity for work. *)			x		
	4.3	The candidate can explain the reintegration facilities rules for people with an occupational disability. *)		x			
<b>5</b>	<b>The candidate has knowledge of unemployment regulations</b>			<b>K</b>	<b>C</b>	<b>P</b>	<b>A</b>

	5.1	The candidate can apply the unemployment regulations in a specific situation. *)			X	
	5.2	The candidate can explain the facility rules in the event of temporary less work. *)		X		

Test criteria explanation	
Test criter	Explanation
1.1	<p>It relates to the following forms of cooperation:</p> <ul style="list-style-type: none"> <li>• contract for services</li> <li>• contractor agreement</li> <li>• employment contract</li> </ul>
1.2	<p>It relates to the following regulations:</p> <ul style="list-style-type: none"> <li>• complaint handling</li> <li>• equal treatment</li> <li>• medical examination</li> <li>• duty to provide proof of identity</li> </ul>
1.3	<p>It relates to the following regulations:</p> <ul style="list-style-type: none"> <li>• legal requirements of an employment contract</li> <li>• content of the employment contract</li> <li>• manner of formation</li> <li>• legal capacity</li> <li>• minors</li> <li>• AOW-entitled persons</li> <li>• family members</li> <li>• occupational disabled individuals</li> <li>• temporary agency workers</li> <li>• payrolling</li> <li>• secondment</li> <li>• on-call contract</li> <li>• legal requirements of an employment contract</li> <li>• fixed term employment contract <ul style="list-style-type: none"> <li>• direct and indirect distinction in employment conditions</li> <li>• extension of employment contract</li> <li>• chain provision</li> </ul> </li> <li>• indefinite employment contract</li> <li>• intern agreement</li> </ul> <p><i>The assessment program does not include:</i></p> <ul style="list-style-type: none"> <li>• <i>mixed contracts</i></li> <li>• <i>director under the articles of association</i></li> </ul>
1.4	<p>It relates to the following entitlements and obligations:</p> <ul style="list-style-type: none"> <li>• wage, including Minimum Wage Act and holiday allowance</li> <li>• holiday allowance</li> <li>• holiday and leave</li> <li>• good employment practices and being a good employee</li> <li>• liability for damage/loss</li> <li>• employee suspension</li> <li>• the legal presumption of existence of an employment contract</li> <li>• the legal presumption of the scope of an employment contract</li> <li>• wage garnishment</li> </ul> <p><i>The assessment program does not include:</i></p> <ul style="list-style-type: none"> <li>• <i>transfer of undertaking</i></li> <li>• <i>statutory increase and statutory interest</i></li> <li>• <i>preference</i></li> <li>• <i>limitation period</i></li> <li>• <i>settlement (compensation)</i></li> <li>• <i>foreign employees</i></li> </ul>

1.5	<p>It relates to the following clauses:</p> <ul style="list-style-type: none"> <li>• probationary period clause</li> <li>• penalty clause</li> <li>• non-competition clause</li> <li>• non-solicitation clause</li> <li>• confidentiality clause</li> </ul> <p><i>The assessment program does not include:</i></p> <ul style="list-style-type: none"> <li>• <i>whistle-blower</i></li> <li>• <i>unilateral changes clause</i></li> <li>• <i>outside activities clause</i></li> </ul>
1.6	<p>It relates to the following situations:</p> <ul style="list-style-type: none"> <li>• end of the employment contract by operation of law;</li> <li>• termination by mutual consent (termination agreement);</li> <li>• termination during the probationary period</li> <li>• dismissal for urgent reasons</li> <li>• notice to terminate the employment contract</li> <li>• termination of the employment contract on reasonable grounds or due to breach of contract</li> <li>• resolutive conditions (driving certificate, certificate of good conduct (VOG), temporary employment clause)</li> <li>• death of the employee</li> </ul>
1.7	<p>It relates to the following guidelines:</p> <ul style="list-style-type: none"> <li>• payment or settlement</li> <li>• certificate reference</li> <li>• redeployment obligation</li> <li>• training obligation</li> <li>• duty of notification and penalty in the absence of notification</li> <li>• Death benefit</li> <li>• transition allowance <ul style="list-style-type: none"> <li>• calculation</li> <li>• younger employee</li> <li>• fair compensation in event of serious culpable acts</li> <li>• AOW-age</li> </ul> </li> <li>• settlement of transition and employability costs</li> </ul> <p><i>The assessment program does not include:</i></p> <ul style="list-style-type: none"> <li>• <i>collective redundancy</i></li> <li>• <i>redundancy package/social plan</i></li> <li>• <i>reflection principle</i></li> <li>• <i>legal action upon termination of employment contract</i></li> <li>• <i>irregular dismissal</i></li> <li>• <i>tortious dismissal</i></li> <li>• <i>voidable dismissal</i></li> <li>• <i>reinstatement of the employment</i></li> <li>• <i>Ragette rule</i></li> </ul>
1.8	<p><i>The assessment program does not include:</i></p> <p><i>victimization termination</i></p>
1.9	<p>It relates to the following rules:</p> <ul style="list-style-type: none"> <li>• proceedings before judge in employment cases</li> <li>• proceedings via UWV for employment cases</li> <li>• the role of the Netherlands Institute for Human Rights in the event of discrimination</li> </ul> <p><i>The assessment program does not include:</i></p> <p><i>the procedures for appeal, cassation, arbitration, binding advice and mediation</i></p>

2.1	<p>It relates to the following rules:</p> <ul style="list-style-type: none"> <li>• the significance of the CLA</li> <li>• guidelines in the CLA with regard to: <ul style="list-style-type: none"> <li>☐ individual employment contracts</li> <li>☐ fixed term contracts</li> <li>☐ Salary scales</li> <li>☐ extra-statutory holidays</li> <li>☐ determination of holidays by the employer instead of the employee</li> <li>☐ creation of funds, such as for frost leave in the construction industry</li> <li>☐ parental leave (to the disadvantage of the employee)</li> <li>☐ Death benefit (in favour of the heirs)</li> </ul> </li> </ul> <p><i>The assessment program does <b>not</b> include:</i></p> <ul style="list-style-type: none"> <li>• <i>the parties involved in concluding a CLA</i></li> <li>• <i>the universal application of the CLA</i></li> <li>• <i>the rules indicating the start and end terms of a CLA</i></li> <li>• <i>the operation of a CLA, including mandatory, diagonal and normative provisions</i></li> <li>• <i>the nullity of provisions in an individual employment contract that conflict with the CLA</i></li> <li>• <i>the formalities for declaring a CLA (provision) universally applicable</i></li> <li>• <i>the period of validity of a declaration of universal application</i></li> </ul>
2.2	<p>It relates to the following rules:</p> <ul style="list-style-type: none"> <li>• guidelines for establishing a Works Council (OR) or Staff Representation (PVT)</li> <li>• in the absence of a CLA, deviating rules can be established by written agreement with an OR or PVT</li> </ul> <p><i>The assessment program does <b>not</b> include:</i></p> <ul style="list-style-type: none"> <li>• <i>the composition and tasks of an OR</i></li> <li>• <i>the entitlements and powers of an OR</i></li> </ul>
2.3	<p>It relates to the following topics:</p> <ul style="list-style-type: none"> <li>• Working Conditions Act-catalogue</li> <li>• mandatory facilities</li> <li>• health and safety officer</li> <li>• key health and safety expert</li> <li>• company emergency response team</li> <li>• periodic occupational health examination (PAGO) / Preventive Medical Examination (PMO)</li> <li>• risk inventory and evaluation (RI&amp;E) and action plan</li> <li>• occupational health and safety service Assignment regarding working conditions</li> <li>• second opinion</li> <li>• task of the SZW Inspection regarding working conditions</li> </ul>
2.4	<p>It relates to the following topics:</p> <ul style="list-style-type: none"> <li>• agreed working time and working hours</li> <li>• prohibition of discrimination by the employer on grounds of working time</li> <li>• the employee's right to adjustment of working time and working hours</li> <li>• statutory working and rest times and deviations from those</li> <li>• Sunday work</li> <li>• minimum continued payment of wages, for example of a zero-hours • reduced working hours (ATV) and scheduled days off</li> </ul>

2.5	<p>It relates to the following topics:</p> <ul style="list-style-type: none"> <li>• pregnancy and maternity leave</li> <li>• adoption leave/foster parents' leave</li> <li>• emergency leave and other short-term absence leave</li> <li>• birth leave and additional birth leave</li> <li>• short-term care leave</li> <li>• long-term care leave</li> <li>• parental leave</li> </ul>
3.1	<p>It relates to:</p> <ul style="list-style-type: none"> <li>• national insurance schemes</li> <li>• employee insurance schemes</li> <li>• Healthcare Insurance Act (Zvw)</li> <li>• statutory social security provisions</li> <li>• Supplementary Benefits Act [Toeslagenwet]</li> </ul> <p><i>The assessment program does <b>not</b> include: international situations.</i></p>
3.2	<p>It relates to the differences between:</p> <ul style="list-style-type: none"> <li>• type of insurance</li> <li>• healthcare package</li> <li>• excess / own risk amount</li> <li>• Individual contribution</li> <li>• indication</li> </ul>
3.3	<p><i>The assessment program does not include: complaints, (higher) appeal and cassation</i></p>
3.4	<ul style="list-style-type: none"> <li>• which tasks in the field of social security are carried out by: <ul style="list-style-type: none"> <li>• UWV</li> <li>• the SVB</li> <li>• the municipalities</li> <li>• the health insurers</li> <li>• the Dutch Tax Office</li> </ul> </li> <li>• how monitoring of the implementation of social security is organised</li> </ul>
3.5	<ul style="list-style-type: none"> <li>• what is the purpose of the polis administration?</li> <li>• which authority manages the polis administration?</li> <li>• what types of data is included in the polis administration?</li> </ul>
3.6	<ul style="list-style-type: none"> <li>• the guidelines for the obligation to insure with regard to: <ul style="list-style-type: none"> <li>• the national insurance schemes</li> <li>• the Healthcare Insurance Act (Zvw)</li> <li>• the employee insurance schemes</li> </ul> </li> <li>• the extensions and limitations to this obligation to insure</li> <li>• conscientious un-insured scheme</li> <li>• the options of voluntary insurance</li> <li>• the consequences of being a self-insurer</li> </ul> <p><i>The assessment program does <b>not</b> include:</i></p> <ul style="list-style-type: none"> <li>- <i>the similarities and differences between national insurance schemes and private insurance policies</i></li> <li>• <i>the types of private insurance:</i> <ul style="list-style-type: none"> <li>• <i>sick leave insurance</i></li> <li>• <i>long-term incapacity for work insurance</i></li> <li>• <i>occupational disability insurance for self-employed persons and directors and major shareholders</i></li> </ul> </li> <li>• <i>the regulations regarding the obligation to take out insurance in international situations:</i> <ul style="list-style-type: none"> <li>• <i>treaties</i></li> <li>• <i>non-treaty countries</i></li> </ul> </li> </ul>

3.7	<ul style="list-style-type: none"> <li>• the employee insurance schemes             <ul style="list-style-type: none"> <li>• how the daily wage is calculated</li> <li>• the role of the reference year in this</li> <li>• which wage elements are included in this</li> <li>• how the maximum daily wage is taken into account</li> <li>• the role of the daily benefit wage in determining the benefit</li> <li>• calculation of the gross daily wage of allowance</li> </ul> </li> <li>• the amount of the benefit in relation to the national insurance schemes if the person entitled to benefits resides in the Netherlands</li> <li>• the level of social provisions</li> </ul>
3.8	<p>Pension legislation</p> <ul style="list-style-type: none"> <li>• types of schemes: final salary, average salary, defined contribution</li> <li>• types of pensions: old-age pension, survivor's pension (partner's pension, orphan's pension), disability pension, bridging pension, obligations of the withholding agent</li> <li>• types of pension funds: industry pension funds, company pension funds, occupational pension funds</li> </ul> <p>The assessment program does not include:</p> <ul style="list-style-type: none"> <li>• concepts: pension years, purchase, conversion, transfer, 100% limit, dormant rights, part-time pension, indexation, variability, split-annuity strategy, pension loss</li> <li>• pension provider, including pension letter</li> </ul>
3.9	<p>Also consider the pension base and the AOW deductible:  Pension base (PG) = Salary (S) - Deductible (F)</p>
4.1	<ul style="list-style-type: none"> <li>• the regulations for continued payment of wages during illness and incapacity for work</li> <li>• other obligations of the employer in case of incapacity for work</li> <li>• the waiting days</li> <li>• the regulations on absenteeism and reintegration</li> <li>• the duties of the occupational health and safety service</li> <li>• the obligations for the employee who is incapacitated for work</li> <li>• the sanctions for a non-cooperating employee</li> <li>• the assessment by the UWV</li> <li>• the arrangement for termination of employment during illness</li> <li>• the after-effects of the Sickness Benefit Insurance Act [Ziektewetverzekering]</li> <li>• the option of an expert opinion from the UWV doctor</li> <li>• the entitlement to benefit under the Sickness Benefits Act</li> <li>• the duration and amount of benefit under the Sickness Benefits Act</li> <li>• the settlement of income in addition to the benefit under the Sickness Benefits Act</li> <li>• the supplement from the Allowances Act [Toeslagenwet]</li> <li>• the death benefit</li> <li>• the scheme for self-insurers for the Sickness Benefit Act (Zw)</li> <li>• the right of recourse by the UWV or the self-insurer</li> </ul> <p><i>The assessment program does <b>not</b> include:</i></p> <ul style="list-style-type: none"> <li>• <i>the incapacity for work criterion for the Sickness Benefit Act (Zw)</i></li> <li>• <i>existing or expected incapacity for work at the start of the insurance</i></li> <li>• <i>the benefit for the voluntarily insured</i></li> <li>• <i>the monitoring rules for the Sickness Benefits Act</i></li> <li>• <i>the payment over five days per week</i></li> </ul>



4.2	<ul style="list-style-type: none"> <li>• de uitsluitingsgronden</li> <li>• de wachttijd en de verlengde wachttijd</li> <li>• de soorten WIA-uitkeringen</li> <li>• de duur en de hoogte van de uitkering</li> <li>• the grounds for exclusion</li> <li>• the waiting time and the extended waiting time</li> <li>• the types of WIA benefits</li> <li>• the duration and the amount of the benefit</li> <li>• the grounds for exclusion</li> <li>• the obligations of the incapacitated employee</li> <li>• the sanctions for a non-cooperating incapacitated employee</li> <li>• the settlement of income in addition to the benefit</li> <li>• the supplement from the Allowances Act [Toeslagenwet]</li> <li>• the review of the benefit</li> <li>• the end and the revival of the benefit</li> <li>• the death benefit</li> <li>• the scheme for self-insurers</li> <li>• the right of recourse by the UWV or the self-insurer</li> <li>• the calculation of the employment history</li> </ul> <p>The assessment program does not include:</p> <ul style="list-style-type: none"> <li>• the incapacity for work criterion for the WAO, WIA and Wajong:</li> <li>• incapacity for work, illness and disability</li> <li>• remaining earning capacity</li> <li>• reference income</li> <li>• incapacity for work assessment and procedure</li> <li>• WAO-incapacity for work brackets</li> <li>• benefit for voluntarily insured</li> <li>• the monitoring rules for incapacity for work and abroad</li> <li>• recovery and seizure</li> <li>• Wajong income support</li> </ul>
4.3	<ul style="list-style-type: none"> <li>• the reintegration provisions for the employee: <ul style="list-style-type: none"> <li>• employment services</li> <li>• trial placement</li> <li>• participation job</li> <li>• wage and income supplementation</li> <li>• individual reintegration agreement</li> <li>• provision for self-employed start-ups</li> <li>• contribution towards childcare costs</li> </ul> </li> <li>• the reintegration tools for the employer: <ul style="list-style-type: none"> <li>• subsidy for reintegration costs</li> <li>• wage cost benefit</li> <li>• low-income advantage</li> <li>• no risk policy</li> <li>• wage dispensation</li> </ul> </li> </ul>

5.1	<ul style="list-style-type: none"> <li>• the entitlement to WW Benefits</li> <li>• the term “unemployment”</li> <li>• the calculation of the loss of working hours (excluding: consecutive loss of hours)</li> <li>• the weeks requirement and the years requirement</li> <li>• the grounds for exclusion</li> <li>• the termination of the entitlement to benefit</li> <li>• revival or new entitlement in case of new unemployment</li> <li>• the duration and the amount of the benefit</li> <li>• the settlement of income in addition to the benefit</li> <li>• the scheme in the event of illness during WW-benefit</li> <li>• the supplement from the Allowances Act [Toeslagenwet]</li> <li>• the notification and application for WW-benefit</li> <li>• the obligations and regulations</li> <li>• the consequences of non-compliance with obligations</li> <li>• the obligation to seek work</li> <li>• the reintegration: <ul style="list-style-type: none"> <li>• <i>training</i></li> <li>• <i>trial placement</i></li> <li>• <i>starting as self-employed</i></li> <li>• <i>participation job</i></li> <li>• <i>no risk policy</i></li> <li>• <i>the death benefit</i></li> </ul> </li> </ul> <p><i>The assessment program does not include:</i></p> <ul style="list-style-type: none"> <li>• <i>attribution of income to the fictitious notice period</i></li> <li>• <i>the benefit for the voluntarily insured</i></li> <li>• <i>suspension,reprieve, advance payment, recovery, review and withdrawal of the benefit</i></li> <li>• <i>suitable work</i></li> </ul>
5.2	<ul style="list-style-type: none"> <li>• WW during unworkable conditions</li> <li>• inability to pay</li> </ul>

Test matrix	
Diploma topic	Payroll administration
Diploma(s)	Practical Diploma in Payroll Administration (PDL®)
Exam	Employment Law & Social Security level 4
Version	1.0
Valid from	01-09-23
Test form	Online exam
Test duration	2 uur (120 minutes)
Total number of questions	28
Passed at	58% of the total number of points to be earned *)
Allowed resources	Glossary, Calculator, Dictionary Handboek Loonheffingen De Kleine Gids voor de Nederlandse sociale zekerheid De Kleine Gids voor het Nederlandse Arbeidsrecht

Attainment criteria		Test criteria	Taxonomy of Bloom	question type**)	Percentage of the total number of points to be achieved***)
1	Employment law, in particular labor relationships and the employment contract	1.1	Comprehension	Closed	20,0-30,0%
		1.2	Practical	Closed	
		1.3	Practical	Open	
		1.4	Practical	Closed	
		1.5	Practical	Open	
		1.6	Practical	Open	
		1.7	Practical	Open	
		1.8	Practical	Open	
2	The regulations relating to the CLA, workers' participation, working conditions and working hours and the Wazo.	2.1	Practical	Closed	14,0-24,0%
		2.2	Comprehension	Closed	
		2.3	Comprehension	Closed	
		2.4	Comprehension	Closed	
		2.5	Practical	Closed	
3	Social security and related processes.	3.1	Practical	Closed	28,0-38,0%
		3.2	Comprehension	Closed	
		3.3	Practical	Closed	
		3.4	Comprehension	Closed	
		3.5	Practical	Closed	
		3.6	Practical	Closed	
		3.7	Practical	Open	
		3.8	Comprehension	Closed	
4	The regulations regarding incapacity for work.	4.1	Practical	Open	9,0-19,0%
		4.2	Practical	Open	
		4.3	Comprehension	Closed	
5	Unemployment regulations.	5.1	Practical	Open	3,0-13,0%
		5.2	Comprehension	Closed	

Other	Total number of questions per candidate	28	Part comprehension	17,9%	Part open	60,7%
			Part practical	82,1%	Part closed	39,3%

- \*) Someone with 57,99% of the total number of points to be obtained has not passed.
- \*\*\*) An open question is a question where a candidate has to formulate an answer himself.  
In a closed question, a candidate chooses from the given options.
- \*\*\*) De percentages can deviate by 5%.