

## 1. CERTIFICATE TITLE

**Kvalificerad Yrkeshögskoleexamen**  
**Inköp & Supply Management**

## 2. TRANSLATION OF CERTIFICATE TITLE

**Advanced Higher Vocational Education Diploma in**  
**Purchasing & Supply Management**

This translation has no legal status

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of the purchasing process.
- Knowledge of the connections to the other areas of a company.
- Knowledge of how purchasing influences profitability.
- Knowledge of sustainable development, environment and social responsibility.
- Knowledge of different IT tools used by purchasers.
- Knowledge of laws and rules, important for purchasing, business and agreements.
- Knowledge of public procurement and its basis.
- Knowledge of project management.
- Knowledge of how logistics influences the supply chain and profitability.
- Knowledge of business negotiations.
- Knowledge of basic marketing and sales.
- Skills to work within operative and tactical procurement and logistics issues, such as supplier evaluations, material suborders, purchasing calculations, warehouse and material organization and distribution solutions.
- Skills to plan and develop tactical and strategic purchasing.
- Skills to independently analyse and evaluate purchasing and logistics solutions.
- Skills to effectively utilise IT tools.
- Skills for preparing and conducting business negotiations.
- Skills to interpret and establish agreements.
- Skills in operative procurement work for a public authority.
- Skills to work in project form and use project planning and quality assurance methods.
- Skills to work in a group with good cooperative skills
- Skills to communicate appropriately for the position.
- Skills and competence for actively assisting executives within logistics development, purchasing planning and development, business negotiations and strategic purchasing work
- Competence to continually develop in the field.
- Competence to assist in decision making within sourcing.

## 4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Purchaser, Buyer, Supply Planner, Category Manager, Sourcing Manager, Supply Manager and Procurement Officer

## 5. OFFICIAL STATUS OF THE CERTIFICATE

<b>Name and address of the awarding institution</b>	<b>Name and address of the public authority issuing awarding entitlement to education providers</b>
	The Swedish National Agency for Higher Vocational Education Box 145, 721 05 Västerås Sweden <a href="http://www.myh.se">www.myh.se</a>
<b>Diploma level (national or international designation)</b>	<b>Grading scale</b>
SEQF/EQF:	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 (weeks)
• College/education centre		weeks
• Placement – Learning in a work environment		weeks
Total teaching/study duration resulting in diploma		<b>weeks</b>
<b>Further information</b>		
The Higher Vocational Education Diploma requires a minimum of a Pass (Godkänt) in all courses. Five HVE credits correspond to one week of full-time studies.		
A Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 200 Higher Vocational Education credits (HVE credits).		
An Advanced Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 400 HVE credits, at least one quarter of programme time is spent on student placement, and the student has completed an independent project.		
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: <a href="http://www.myh.se">www.myh.se</a>		

### (\*) 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.

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