



1. Title of the certificate – Yrkeshögskoleexamen ¹

Inköp & Supply Management

2. Translated title of the certificate – Higher Vocational Education Diploma ²

Purchasing & Supply Management

3. Knowledge, skills and competence profile

The holder of the certificate has:

- Knowledge of the stages of the purchasing process when establishing relationships with suppliers and understanding the relationship with and connection to the company's other operations.
- Knowledge of IT tools that a buyer and logistician can encounter and being able to use the tools effectively in their work, e.g. to use information technology to search for, compile and evaluate information as a basis for decisions at work.
- Knowledge of the link between the professional role and the development of a sustainable society.
- Knowledge of entrepreneurship and the impact this can have on the profession.
- Knowledge of the importance of purchasing work for the profitability of the company.
- Skills in working on operational and tactical purchasing and logistics issues such as supplier assessments, material orders, purchasing calculations, warehouse and material control and distribution solutions.
- Skills in actively assisting various senior executives in supplier development, purchasing planning and development, business negotiations and strategic purchasing work.
- Skills in being able to use IT tools efficiently in their work, e.g. to use information technology to search for, compile and evaluate information as a basis for decisions at work.
- Skills in being able to conduct a procurement throughout the process from requirement specification to agreement.
- Skills in compiling a requirement specification based on a purchasing need.
- Competence to work on operational and tactical purchasing issues such as supplier assessments, material orders and the preparation of purchasing calculations.
- Competence to actively assist various senior executives in industrial, service and trading companies as well as the public sector in supplier development, purchasing planning and development, strategic purchasing work and business negotiations.
- Competence to take on the role of project manager.
- Competence to be able to work in project form and master methods for project planning and quality assurance.
- Competence to independently analyse and evaluate different purchasing and logistics solutions.

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

Buyer, Purchasing Assistant, Procurer, Purchasing Manager, Supply Planner and Category Manager

¹ In the original language. | ² If applicable. This translation has no legal status. | ³ If applicable.

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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.