



# APPENDIX TO DIPLOMA (\*)



SWEDEN

## 1. EXAMENSBEVISETS BENÄMNING

Kvalificerad Yrkehögskoleexamen

Inköp och Supply Management

## 2. TRANSLATION OF DIPLOMA TITLE

Advanced Diploma in Higher Vocational Education

Purchasing and Supply Management

This translation has no legal status

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of all stages of the purchasing process when establishing relationships with new suppliers, and an understanding of the relationship with and connection to the company's other operations.
- Knowledge of the different types of IT tools that a purchaser might encounter.
- Knowledge of sustainable development, environment and social responsibility.
- Knowledge of the relationship between the professional role and sustainable development.
- Knowledge of ways to develop their entrepreneurial skills.
- Knowledge of entrepreneurship and the degree of impact this capacity has on the profession.
- Knowledge of public procurement and its structure.
- Knowledge of the entire procurement process, including all stages from the analysis of existing agreements and needs assessment to tender evaluation, decisions on contracts, any appeal process and supplier monitoring.
- Proficiency in working with operational and tactical procurement and logistics issues, such as supplier assessments, material call-offs, purchase calculations, inventory and materials management, and distribution solutions.
- The expertise to actively assist various senior executives within supplier development, procurement planning and development, business negotiations and strategic purchasing.
- Expertise in using IT tools effectively in their work, for example, the ability to use information technology to search, compile and evaluate information as a basis for decisions in their work.
- Skills in operational procurement within a public authority such as a municipality, county council or state institution.

## 4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Purchaser, Procurement 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 www.myh.se
<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>
<p><b>Further information</b></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: <a href="http://www.myh.se">www.myh.se</a></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](http://www.cedefop.eu.int/transparency)

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