



1. Title of the certificate – Yrkeshögskoleexamen ¹

Inköpare med Strategisk och Operativ kompetens

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

Buyer with Strategic and Operational Competence

3. Knowledge, skills and competence profile

The holder of the certificate has:

- Knowledge of the importance of looking at the total cost of a purchase, (landed cost).
- Knowledge of ethics, morals and CSR in the preparation of agreements.
- Knowledge of the preparation of a quotation request or tender.
- Knowledge of payment terms, currency and delivery terms (according to Incoterms).
- Knowledge of the quality management systems ISO 9000 and ISO 14000.
- Knowledge of the effect of lead time and quality on the capital tied-up in material delivery.
- Knowledge of communication and teamwork.
- Knowledge of the sub-processes of the purchasing process and process mapping.
- Skills in evaluating quotations and choosing the supplier.
- Skills in performing a supplier analysis.
- Skills in writing quotation requests, including in English.
- Skills in mastering the different auction techniques in procurement.
- Skills in financially determining delivery quantities.
- Skills in analysing quality management and financial management based on an organisational form.
- Skills in consequences and objectives with different negotiation techniques.
- Skills in analysing needs.
- Competence to conduct a purchasing negotiation in Swedish or English.
- Competence to conduct a supplier assessment in Swedish or English.
- Competence to be able to calculate total cost over the lifetime of a product.
- Competence to refer to the correct paragraph, in cases where the supplier deviates from the Public Procurements Act, the Contract Act and/or the Purchases Act.
- Competence to write a simple supplier agreement in Swedish and English.
- Competence to independently perform a procurement assignment according to the purchasing process and laws and regulations, in Swedish or English.
- Competence to be able to use Q3 procurement tools for "Fair Transport" .

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

Strategic Buyer, Purchasing Assistant, Purchasing Coordinator, Business Developer in purchasing and Operational Purchaser

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

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.