

1. CERTIFICATE TITLE

Yrkeshögskoleexamen

Inköpare & Upphandlare

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Purchasing & Procurement

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 of establishing new suppliers, and an understanding of how they relate to other operations in the company.
- Knowledge of working with tactical and operational purchasing.
- Knowledge of public procurement and its structure.
- Knowledge of purchasing negotiations at different levels.
- Knowledge of purchasing analysis and market research with a focus on finding, compiling and evaluating information.
- Knowledge of leadership and organisations and how to use this knowledge in a management position.
- Knowledge of international business law and trade terms, e.g., Incoterms 2010.
- Skills in business administration.
- Skills in international business with focus on negotiation in an international environment, both in and outside the EU.
- Skills in business law with a focus on business relations, negotiations and laws.
- Skills in verbal and written communication that are needed to establish and maintain business relations.
- Skills in writing and use of administrative tools, with focus on spreadsheet analysis.
- Competence to participate in operational, tactical and strategic purchasing and procurement operations at various levels.
- Competence to create contract documents, negotiate terms and conditions and perform supply base performance evaluations.
- Competence to act professionally based on an understanding of business related cultural differences.
- Competence to use Supply Chain Management to increase efficiency and customer value.
- Competence to analyse the need for and utilise different purchasing models based on organisational needs.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Strategic Purchasing in the private or public sector, Supply Management in the private or public sector, Tactical purchasing in private or public sector and Procurement Manager

5. OFFICIAL STATUS OF THE CERTIFICATE

Name and address of the awarding institution	Name and address of the public authority issuing awarding entitlement to education providers
	The Swedish National Agency for Higher Vocational Education Box 145, 721 05 Västerås Sweden www.myh.se
Diploma level (national or international designation)	Grading scale
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		weeks
Further information		
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: www.myh.se		

(*) 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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