



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Kvalificerad Yrkeshögskoleexamen

Internationell inköpare

2. TRANSLATION OF CERTIFICATE TITLE

Advanced Higher Vocational Education Diploma in

International Purchaser

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of the purchasing process, vendor evaluation, and cost-benefit assessment.
- Knowledge of product range analysis and customer-oriented purchasing.
- Knowledge of logistics flows.
- Knowledge of the administration of an import business and the risks related to running an import business.
- Knowledge of the customs procedures, laws and contract agreements involved in international purchasing.
- Knowledge of intercultural communication.
- Knowledge of negotiation techniques.
- Knowledge of project management.
- Knowledge of sustainable trade.
- Knowledge of the procurement process in public procurement.
- Knowledge of business intelligence.
- Skills in identifying and evaluating suppliers in a global market.
- Skills in conducting purchasing projects, negotiating, and making decisions related to international purchases.
- Skills in analysing, planning and implementing effective logistical solutions.
- Skills in initiating and maintaining important international business contacts.
- Skills in public procurement.
- Skills in making financial calculations with the help of computers.
- Skills in matters relating to sustainable trade.
- Skills in drafting business plans/marketing plans.
- Competence to purchase goods/services in a global market.
- Competence to create and maintain good vendor relationships.
- Competence to manage profitable purchasing projects in a professional manner.
- Competence to initiate and maintain purchase-promoting internal and external relationships.
- Competence to take the environmental and social aspects of the purchase into account.
- Competence to run his/her own import business.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Purchasing Assistant, Purchaser, Purchasing Manager, Product Manager, Product Assistant and Importer

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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