



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Kvalificerad Yrkeshögskoleexamen

Kvalificerad Inköpare

2. TRANSLATION OF CERTIFICATE TITLE

Advanced Higher Vocational Education Diploma in

Qualified Purchasing

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of the strategic importance of the purchasing function.
- Knowledge of the structure of a purchasing organisation.
- Knowledge of the procurement process and its control.
- Knowledge of project management.
- Knowledge of negotiation techniques.
- Knowledge of sustainability, quality and environmental management.
- Knowledge of the Swedish Public Procurement Act and other relevant laws and ordinances.
- Knowledge of the current business systems and other purchasing software.
- Knowledge of communications processes.
- Knowledge of the impact of purchasing on production economics.
- Skills to draw up tender request documentation and requirement specifications.
- Skills to plan purchasing, collect and evaluate tenders or quotations, produce compilations and calculations.
- Skills in budgeting and costing.
- Skills to strategically plan and conduct negotiations.
- Skills to draft agreements and contracts and draw up legal documents.
- Skills in spoken and written English in a business context.
- Skills to establish cost-efficiency strategies.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Qualified Purchasing, Procurement, Supply Chain Manager and Public 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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