



1. Title of the certificate – Yrkeshögskoleexamen ¹

Kvalificerad Inköpare

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

Qualified Buyer

3. Knowledge, skills and competence profile

The holder of the certificate has:

- Knowledge of supply chain and purchasing strategies.
- Knowledge of the importance of monitoring and analysing financial information.
- Knowledge of sustainability and the environment, national and international standards for quality, the environment and social responsibility, as well as the ethical issues that arise when working in purchasing/procurement.
- Knowledge of all the steps of the purchasing and procurement process.
- Knowledge of the supply chain - purchasing, logistics and sustainability.
- Knowledge of negotiating techniques.
- Skills in drawing up and formulating tender documents including requirement specifications as a basis for purchasing.
- Skills in identifying, evaluating and developing suppliers.
- Skills in evaluating and analysing tenders, as well as drawing up and formulating purchasing agreements in accordance with applicable standards and legislation.
- Skills in calculating and budgeting with a focus on the supply chain.
- Skills in analysing, planning and implementing effective logistical solutions by applying relevant theoretical models in order to increase the profitability of the business.
- Skills in negotiating.
- Competence to work on qualified and strategic issues in purchasing and procurement.
- Competence to evaluate and apply methods to streamline supply chain management.
- Competence to make the business more cost-effective, based on the purchasing work.
- Competence to run profitable purchasing projects and design and communicate the best overall solution for the organisation.
- Competence to strategically plan and conduct business negotiations.
- Competence to carry out a procurement within the framework of applicable legislation.

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

Qualified Buyer, Buyer, Procurer, Tender Negotiator, Purchasing Assistant and Logistician

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

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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.