



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Kvalificerad Yrkeshögskoleexamen

Kvalificerat inköp och upphandling

2. TRANSLATION OF CERTIFICATE TITLE

Advanced Higher Vocational Education Diploma in

Qualified Purchaser and Procurement Officer

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of purchasing organisations in both the public and private sector.
- Knowledge of accounting, budgeting & costing, international trade & payments, EU & its regulatory framework.
- Knowledge of the supply chain, how to work in order to improve efficiency of the total flow, how one's own work affects other parts, and how electronic business communication can increase the efficiency of physical flows.
- Knowledge of management concepts such as LEAN, TOC, JIT and TQM, as well as the implications of these.
- Knowledge of work methodology and project methodology, cooperation, management and communication.
- Knowledge of industry-related legislation, purchasing technology theory, business English and market analysis.
- Knowledge of environmental and quality considerations.
- Skills in analysing a company's financial status and in the analysis and assessment of supply chains.
- Skills in applying laws and regulations that are appropriate to the purchasing/procurement work.
- Skills in applying management concepts such as LEAN, TOC, JIT and TQM.
- Skills in communicating, collaborating and leading projects, and in mastering procurement technology in both Swedish and English.
- Skills in applying the theories of purchasing techniques and market analytical assessments, and evaluating the environmental impact in different situations.
- Skills in managing call-offs, monitoring deliveries and dealing with other issues that may arise in relation to the purchasing process, and in using various forms of IT support for the work, such as electronic business communications.
- Competence to understand, master and check both the purchasing process and the procurement process.
- Competence to work with supply chain management to increase the efficiency of supply chains.
- Competence to conduct analyses of existing and potential suppliers and the supplier market.
- Competence to develop suppliers and the collaboration with these in order to achieve a win-win situation.
- Competence to negotiate and conclude contracts with suppliers.
- Competence to collaborate and communicate with the aim of developing and strengthening a company's competitiveness.
- Competence to work with and be a driving force within development projects both as a participant and project manager.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Purchaser at an operational, tactical and strategic level within the private sector, Procurement Officer within the public sector, Tenderer in the public sector

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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