



# 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 sectors.
- Knowledge of accounting, budgeting and costing, international trade and payments, EU and its regulatory framework.
- Knowledge of the supply chain, work to improve efficiency of the total flow and how electronic business communication can increase the efficiency of physical flows.
- Knowledge of management concepts such as LEAN, TOC, JIT and TQM and their implementation.
- 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 to analyse a company's financial status and assess supply chains.
- Skills to apply the applicable laws and regulations to purchasing/procurement work.
- Skills to apply management concepts such as LEAN, TOC, JIT and TQM.
- Skills in communication, collaboration and project management, and in mastering procurement technology in both Swedish and English.
- Skills to apply the theories of purchasing techniques and market analytical assessments and evaluate the environmental impact of different situations.
- Skills in managing call-offs, monitoring deliveries and dealing with other issues in the purchasing process.
- Skills to use 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 to create mutual benefit.
- Competence to negotiate and conclude contracts with suppliers.
- Competence to collaborate and communicate to develop and strengthen a company's competitiveness.
- Competence to both participate in and project manage development projects.

## 4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Strategic Operational and Tactical Purchaser, private sector, Procurement Officer public sector and Tenderer, public sector

## 5. OFFICIAL STATUS OF THE CERTIFICATE

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

### (\*) 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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