



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Kvalificerad Yrkeshögskoleexamen

Offentlig upphandlare

2. TRANSLATION OF CERTIFICATE TITLE

Advanced Higher Vocational Education Diploma in

Public Procurement

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of the Swedish laws and agreements that concern public purchasing (LOU, LOV, LUF).
- Knowledge of closing good deals within the framework of applicable legislation.
- Knowledge of other laws that affect the procurement process such as business law, contract law, the secrecy act etc.
- Knowledge of how legal proceedings are handled.
- Knowledge of organisational cultures, organisational structures, and learning within central and local government.
- Skills in closing good deals while considering applicable regulations and creating the best value over time.
- Skills in the basic principles of cost calculations (cost price calculation, marginal costing).
- Skills in modern expanded calculation methods (target costing, activity-based calculations, calculation of value, balanced scorecard, LCC calculation).
- Skills in using electronic procurement tools.
- Skills in carrying out minor investigations.
- Skills in using administrative provisions (AF) in contract procurement.
- Skills in working with project management, and driving change and development processes.
- Skills in understanding suppliers' pricing strategies.
- Skills in making financial calculations, assessments and valuations throughout the procurement process.
- Skills in using different assessment models.
- Skills in finding and creating optimal value from a short and long-term perspective.
- Skills in working with the Microsoft programs Word, Excel and PowerPoint during and after the procurement process.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Purchaser, Procurement Assistant, Procurement Coordinator

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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