



# APPENDIX TO DIPLOMA (\*)



## 1. EXAMENSBEVISETS BENÄMNING

Kvalificerad Yrkeshögskoleexamen

Offentlig upphandlare

## 2. TRANSLATION OF DIPLOMA TITLE

Advanced Diploma in Higher Vocational Education

Public Procurement

This translation has no legal status

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of all steps in the procurement process from analysis of existing agreements to supplier follow-up.
- Knowledge of how the public administration is organised and controlled, and the laws that govern operations.
- Knowledge of how policy decisions are made in the state, municipality and EU.
- Knowledge of laws governing public procurement, primarily the Swedish Public Procurement Act (LOU), and other legal areas relating to public procurement.
- Knowledge of how external factors can influence decisions within the profession and thereby profitability.
- Skills in carrying out common tasks within the procurement of goods and services.
- Skills in managing the specific differences in approach between different types of procurement.
- Skills in using analysis as a basis for the planning, implementation and monitoring of a procurement process.
- Skills in applying methods for costing and budgeting.
- Skills in using procurement tools and MS Excel as the basis for procurement work.
- Skills in applying laws and agreements that regulate the procurement field.
- Skills in applying knowledge on ethical, quality and environmental aspects of procurement.
- Skills in managing and guiding a project from start to finish.
- Skills in expressing themselves in Swedish and English, orally and in writing, in situations related to the profession.

## 4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Purchaser, Procurement Assistant, Procurement Coordinator

## 5. OFFICIAL STATUS OF THE DIPLOMA

<b>Name, status and address of the institution awarding the diploma</b>	<b>Name, status and address of the public authority issuing the entitlement to award a diploma to education providers</b>
	The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås www.myh.se
<b>Diploma Level (national or international designation)</b>	<b>Grading Scale</b>
NQF/EQF: <i>scale not yet established</i> ISCED – scale:	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 (hours/weeks/months/years)
• College/education centre		weeks
• Placement – Learning in a work environment		weeks
Total teaching/study duration resulting in diploma		<b>weeks/years</b>
<p><b>Further information</b></p> <p>A higher vocational programme may be of 200 vocational credits, equivalent to one full academic year, or 400 vocational credits, corresponding to two full academic years. If the criteria in Chapter 2, Section 13 of the Ordinance (2009:130) on higher vocational education are fulfilled, a Diploma in Higher Vocational Education is obtained. If the criteria in Chapter 2, Section 14 of the Ordinance (2009:130) on higher vocational education are fulfilled, an Advanced Diploma Higher Vocational Education is obtained.</p> <p>Entry requirement is successful completion of upper secondary education.</p> <p>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></p>		

**(\*) 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.

Further information on transparency and clarity may be obtained from: [www.cedefop.eu.int/transparency](http://www.cedefop.eu.int/transparency)

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