



# 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 all steps in the procurement process from analysis of existing agreements to supplier follow-up.
- Knowledge of how public administration is organised and controlled and the relevant laws.
- Knowledge of policy decision-making at municipal, state and EU level.
- Knowledge of Swedish public procurement laws and other relevant legal areas.
- Knowledge of how external factors can influence decision-making and profitability.
- Skills to conduct common tasks in procurement of goods and services.
- Skills to manage the various approaches to procurement.
- Skills to use analyses as a basis for the planning, implementation and monitoring of a procurement process.
- Skills to apply costing and budgeting methods.
- Skills to use procurement tools and as the basis for procurement work.
- Skills to apply regulatory procurement laws and agreements.
- Skills to apply ethical, quality and environmental knowledge to procurement.
- Skills to manage and oversee a project from start to finish.
- Skills in investigation methodology and report writing.
- Skills in spoken and written Swedish and English relevant to the profession.
- Competence to follow the applicable procurement legislation and establish good business transactions paying attention to aspects such as sustainability and corporate social responsibility.
- Competence to apply project planning and project management methods relevant to procurement.
- Competence to apply theoretical knowledge to planning and evaluating, assessment and analysis and presentation of proposed actions and solutions.
- Competence to understand changing conditions significant to the profession.

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

Procurer/Purchaser, Procurement Strategist, Procurement Controller, Procurement Coordinator and Procurement Assistant

## 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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