



# 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 laws that govern operations.
- Knowledge of how policy decisions are made by 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.
- 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 spoken and written Swedish and English relevant to the profession.
- Competence to apply project planning methods and lead projects in the profession.
- Competence to implement theoretical knowledge into practice so that it is based on occupational problem areas; independently evaluate, conduct analysis and investigation, present action proposals and solutions.
- Competence to evaluate and analyse changes in the environment of importance to the industry to act as professionally as possible in the field.

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

Purchaser, Procurement Assistant, Procurement Coordinator

## 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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