



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Kvalificerad Yrkeshögskoleexamen

Offentlig upphandlare

2. TRANSLATION OF CERTIFICATE TITLE

Advanced Higher Vocational Education Diploma in

Public purchaser

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of all the steps of the procurement process.
- Knowledge of standard contracts, contract law and laws governing public procurement.
- Knowledge of strategic purchasing, procurement processes and purchase analyses.
- Knowledge of organisational knowledge for the public sector.
- Knowledge of economic and legal concepts.
- Knowledge of pricing strategies and financial ratios.
- Knowledge of spend analyses.
- Knowledge of category management for the public sector.
- Knowledge of responsible trade in public procurement.
- Skills in needs analysis, market analysis, and in conducting dialogue prior to making purchases.
- Skills in drafting tender documents and requirement specifications as a basis for purchasing.
- Skills in handling tenders and in establishing purchase agreements in accordance with applicable standards and legislation.
- Skills in operational and tactical purchasing tasks.
- Skills in projects with good educational potential.
- Skills in conducting analyses as a basis for planning, implementing, and evaluating purchases.
- Skills in methods of calculation and budgeting.
- Skills in understanding and monitoring adherence to legal documents.
- Skills in procurement tools and Excel.
- Skills in the social and environmental aspects of procurement.
- Competence to conduct procurements with "a focus on making a good deal," within the framework of the Swedish Public Procurement Act and the Utilities Procurement Act.
- Competence to conduct dialogue and negotiations with vendors/tenderers.
- Competence to develop long-term purchasing strategies and to apply methods and evaluation models.
- Competence to develop long-term purchasing strategies with a focus on social and environmental considerations.
- Competence to apply methods for project planning and project management.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Procurer/Purchaser, Procurement Strategist, and Procurement Controller

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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