



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkehögskoleexamen

Offentlig upphandlare

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Public Procurement

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of all stages of the procurement process, from policy decisions, needs analysis, market analysis and tender evaluation to agreements, follow-up work and call-off orders.
- Knowledge of laws governing public procurement, with the main focus on the Public Procurements Act (LOU), the Act on Procurements in the Supply Sector (LUF) and other laws related to public procurement.
- Knowledge of strategic purchasing, purchasing processes and purchasing analyses.
- Knowledge of standard agreements.
- Knowledge of organisational knowledge for the public sector.
- Knowledge of basic economic and legal concepts.
- Knowledge of pricing strategies and key financial figures.
- Skills in performing needs analysis, market analysis and pre-purchasing dialogue.
- Skills in drawing up tender documents and requirement specifications as a basis for purchasing.
- Skills in evaluating tenders.
- Skills in drawing up purchasing agreements in accordance with applicable standards and legislation.
- Skills in working on operational and tactical purchasing tasks.
- Skills in leading projects with good pedagogical abilities.
- Skills in using analyses as a basis for planning, implementing and evaluating the company's purchases.
- Competence to carry out a procurement with "the good deal in focus" within the framework of LOU and LUF.
- Competence to conduct dialogue with suppliers.
- Competence to develop long-term purchasing strategies and apply methods and evaluation models.
- Competence to apply methods for project planning and lead projects.
- Competence to lead projects and apply methods for project planning.
- Competence to apply methods and tools for the evaluation of a tender.
- Competence to write tender documents that are clear to bidders and within the framework of LOU and LUF.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Procurement Manager/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 note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu>

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