



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkeshögskoleexamen

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 purchasing process from needs and analysis of existing agreements to the procurement phase and supplier follow-up.
- Knowledge of different types of procurement techniques.
- Knowledge of calculation models and analytical tools needed to act in a businesslike manner with a focus on total cost and profitability in the professional field.
- Knowledge of the public administration and how it is organised and governed, as well as what laws govern its activities.
- Knowledge of how political decisions are made in central and local government and in the EU.
- Skills in performing common tasks throughout the purchasing process including procurement of goods and services.
- Skills in dealing with the specific differences that exist in the approaches to different types of procurement.
- Skills in using analysis as a basis for planning, implementation and follow-up of a procurement.
- Skills in applying methods for calculation and budgeting.
- Skills in applying professionally relevant theoretical models and knowledge of subject theory in order to achieve the lowest possible total cost and optimal profitability in the activities.
- Competence to independently perform a procurement within the framework of current legislation and with the focus on achieving a good deal.
- Competence to apply methods for project planning and lead projects in the professional area.
- Competence to apply theoretical knowledge based on the needs of the organisation and independently perform analyses and investigation, as well as evaluating these and presenting action proposals and possible solutions.
- Competence to monitor, evaluate and analyse external changes of importance for the industry in order to be able to act as professionally as possible in the professional role and to address the market through early dialogue.
- Competence to be able to perform a procurement in terms of quality, the environment and social responsibility.
- Competence to assess the need for legal support in procurement work.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Purchaser/Buyer in the public sector, Procurement Manager, Procurement Strategist, Agreement Controller, Purchasing Coordinator and Tender Manager/Bid Manager

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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