



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkeshögskoleexamen

Offentlig upphandlare/inköpare

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Public Procurer/Purchaser

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of concepts, methods and tools in process control and organisational change.
- Knowledge of the procurement process from analysis, planning and control to follow-up.
- Knowledge of the role, structure and strategic importance of the purchasing organisation.
- Knowledge of category management.
- Knowledge of supplier fulfilment.
- Knowledge of the Law on Public Procurement, LOV, LUF and other laws and regulations governing public purchasing, as well as contract management.
- Knowledge of administrative knowledge in the municipality, state and EU and how political decisions affect procurement work.
- Skills in drawing up tender documents, requirement specifications and requirement analyses.
- Skills in analysing and evaluating tenders or quotations.
- Skills in establishing, interpreting and analysing laws, agreements and other legal documents governing procurement.
- Skills in budgeting, calculating and assessing key financial figures, as well as liquidity and capital tie-up aspects.
- Skills in analysing strategies for cost-efficiency.
- Skills in applying computerised calculation models and IT systems.
- Competence to independently carry out purchasing and procurement at strategic, tactical and operational level.
- Competence to independently take responsibility for procurement of goods and services independently, based on strategic analysis in a businesslike, cost-effective and environmentally-conscious way.
- Competence to independently perform an optimal procurement within the framework of applicable laws and agreements.
- Competence to be responsible for the coordination and development of a purchasing organisation.
- Competence to lead the development of the procurement process from a sustainability perspective.
- Competence to be able to analyse, lead and develop purchasing and procurement processes based on current research, methods and developments in the industry.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Public Purchaser, Purchasing Coordinator, Procurer and Purchaser

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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