



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Kvalificerad Yrkeshögskoleexamen

Offentlig upphandlare/ inköpare

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 laws and agreements that regulate public procurement (Swedish Acts on Public Procurement, Freedom of Choice Systems, and Procurement in the Water, Energy, Transport and Postal Services Sectors).
- Knowledge of procurement process, from analysis to planning and follow-up.
- Knowledge of municipal, national and EU administration, and how political decisions influence the procurement process.
- Knowledge of financial terms, pricing strategies, and financial ratios.
- Knowledge of sustainability, quality, and environmental work.
- Skills to implement laws and agreements that govern procurement.
- Skills to prepare legal documents.
- Skills to implement all stages of a procurement process.
- Skills to implement and analyse evaluations and results.
- Skills to use procurement tools and MS Excel.
- Skills to create cost streamlining strategies.
- Skills in work with change, development, and quality.
- Competence to conduct procurements following the applicable laws and agreements, and to recognise when other expertise is required.
- Competence to work strategically, tactically, and operationally with procurements and purchases.
- Competence to monitor, evaluate, and analyse changes in intelligence that can affect the procurement area or professional role.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Public Purchaser 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 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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