

## 1. CERTIFICATE TITLE

**Kvalificerad Yrkeshögskoleexamen**

**Strategisk inköpare**

## 2. TRANSLATION OF CERTIFICATE TITLE

**Advanced Higher Vocational Education Diploma in**

**Strategic Purchaser**

This translation has no legal status

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of the strategic importance of purchasing.
- Knowledge of how a purchasing organisation is structured.
- Knowledge of the procurement process and its management.
- Knowledge of project management and category management.
- Knowledge of negotiation techniques.
- Knowledge of sustainability, quality assurance, and environmental work.
- Knowledge of the Swedish Public Procurement Act (LOU) and of other laws and regulations that apply to this field.
- Knowledge of the market's existing business systems and other software products used in the purchasing field.
- Knowledge of communication processes.
- Knowledge of the impact of purchasing on the production economy.
- Skills in drafting tender documents and requirement specifications.
- Skills in planning purchases, collecting and evaluating tenders or bids, and in compiling summaries and calculations.
- Skills in budgeting and planning, and in purchasing goods and services.
- Skills in strategic planning and in carrying out various types of negotiations.
- Skills in writing legal agreements and contracts and in drafting other legal documents.
- Skills in speaking and writing in fluent English, in business contexts.
- Skills in drawing up strategies for cost efficiency.
- Competence to work as a purchaser or procurement officer (independently and on a team) in a company or public administration.
- Competence to purchase goods and services in a professional and environmentally conscious manner.

## 4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Purchaser

## 5. OFFICIAL STATUS OF THE CERTIFICATE

<b>Name and address of the awarding institution</b>	<b>Name and address of the public authority issuing awarding entitlement to education providers</b>
	The Swedish National Agency for Higher Vocational Education Box 145, 721 05 Västerås Sweden <a href="http://www.myh.se">www.myh.se</a>
<b>Diploma level (national or international designation)</b>	<b>Grading scale</b>
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		<b>weeks</b>
<b>Further information</b>		
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: <a href="http://www.myh.se">www.myh.se</a>		

### (\*) 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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