



## 1. Title of the certificate – Yrkeshögskoleexamen <sup>1</sup>

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Strategiskt inköp och upphandling

## 2. Translated title of the certificate – Higher Vocational Education Diploma <sup>2</sup>

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Strategic purchasing and procurement

## 3. Knowledge, skills and competence profile

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The holder of the certificate has:

- Knowledge of the value and importance of practical purchasing work for the company's profitability.
- Knowledge of managing logistics tools and complex supply chains to contribute to sustainable development.
- Knowledge in practice of all stages of the purchasing and procurement process from initial need to follow-up of agreements entered into.
- Knowledge of the laws governing public procurement such as the Public Procurements Act, the Procurement in the Utilities Sectors Act and LOV, current practices and their application.
- Knowledge of purchasing law and commercial conditions.
- Knowledge of practically applying purchasing tools such as Excel and understanding their impact on streamlining purchasing work.
- Skills in analysing and identifying needs, formulating and conducting procurements, direct procurements and renewed competition.
- Skills in communicating undertakings and solutions in writing in Swedish in order to formulate clear tender specifications and relevant evaluation models.
- Skills in mastering commercial conditions to solve problems and perform complex tasks such as interpreting and drawing up an agreement.
- Skills in identifying and analysing the business's need to be able to coordinate purchasing, purchase orders and purchase planning.
- Skills in identifying, analysing and formulating purchasing strategies that contribute to supplier development.
- Competence to be able to lead the development of the work based on the purchase object and the business's need for volume and quality and to be able to evaluate information and make a risk analysis and business assessment so as to choose the right purchasing strategy and business model.
- Competence to be able to independently, at national and international level, evaluate information and scientific methods for carrying out and assisting in purchasing and procurement work at strategic, tactical and operational levels.
- Competence to take responsibility for project management, communication and packaging the most efficient and best business solution that provides the most value for the organisation's various stakeholders.

## 4. Range of occupations accessible to the holder of the certificate <sup>3</sup>

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Strategic Buyer, Buyer, Purchasing Coordinator, Purchasing Planner and Purchasing Manager

<sup>1</sup> In the original language. | <sup>2</sup> If applicable. This translation has no legal status. | <sup>3</sup> If applicable.

## 1. Official basis of the certificate

Name and address of the awarding institution	Authority providing accreditation / recognition of the certificate
	The Swedish National Agency for Higher Vocational Education Box 145 721 05 Västerås, Sweden <a href="http://www.myh.se">www.myh.se</a>
Level of the certificate (national or European) <sup>1</sup>	Grading scale / Pass requirements
Level 5 in the National Qualifications Framework (SeQF) Level 5 in the European Qualifications Framework (EQF)	Fail (icke godkänt – IG) Pass (Godkänt – G) Pass with distinction (Väl godkänt – VG)
Access to next level of education / training <sup>1</sup>	International agreements on recognition of qualifications <sup>1</sup>
	The Higher Vocational Education Diploma requires a minimum of a Pass (Godkänt) in all courses.

### Legal basis

A Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 200 Higher Vocational Education credits (HVE credits). Five HVE credits correspond to one week of full-time studies.

## 2. Officially recognised ways of acquiring the certificate

Description of vocational education and training	Percentage of total programme (%)	Duration (/weeks)
College/education centre	%	weeks
Placement – learning in a work environment	%	weeks
Total duration of the education / training leading to the certificate		weeks

## 3. Additional information

### Entry requirements <sup>1</sup>

Entry requirement is successful completion of upper secondary education.

### More information (including a description of the national qualifications system)

For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: [www.myh.se](http://www.myh.se)

### National Europass Centre

[www.myh.se](http://www.myh.se)

<sup>1</sup> If applicable.