



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

Purchasing & Supply Management

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

Purchasing & Supply Management

### 3. Knowledge, Skills and Competence Profile

The holder of the certificate has:

After completing the programme, the student should have knowledge of/in

1. All steps of the purchasing process and the relationship between purchasing work and the company's other activities. 2. The importance of the purchasing work for the company's profitability. 3. IT tools that a buyer and logistician can encounter. 4. The connection between the professional role and the development of a sustainable society. 5. Laws and regulations governing public procurement. 6. Legal relationships, such as contract law, sales law, international rules and parts of transport law. 7. Project work and project management. 8. The importance of logistics in the supply chain and its impact on profitability. 9. Business negotiation and business ethics approach. 10. Basics of marketing and sales work. 11. How a marketing plan is drawn up and thus have an understanding of its sub-components. 12. Leading a working group, group development and team building. 13. Basic communication in the purchasing process, in business English, in speech and writing.

After completing the programme, the student should have skills in

1. work with operational and tactical purchasing and logistics issues such as supplier assessments, call-offs, calculations, inventory and material management as well as distribution solutions. 2. lead or run projects. 3. actively assist various senior executives in supplier development. 4. Purchasing planning and development, business negotiations and strategic purchasing work. 5. Use IT tools effectively in their work. 6. compile and evaluate information as a basis for decisions in the work. 7. Carry out a procurement throughout the process. 8. Compile a requirement specification based on a purchasing need. 9. Prepare and conduct a business negotiation. 10. interpret and draw up business agreements in the area of purchasing and transport. 11. Contribute to decision-making when choosing a supplier. 12. Contribute to decision-making in outsourcing of production. 13. How sales work is set up and how marketing planning is done. 14. Assess the choice of solution with regard to sustainability, responsibility and long-term perspective

After completing the programme, the student should have the skills to:

1. work with operational and tactical purchasing issues such as supplier assessments, call-offs and preparation of calculations. 2. Conduct and actively assist various senior executives in supplier development, purchasing planning and development, strategic purchasing work and business negotiations. 3. Work as a project manager. 4. be able to work in project form and master methods for project planning and quality assurance. 5. independently analyze and evaluate different purchasing and logistics solutions. 6. have a well-functioning ability to cooperate and have a sufficient knowledge base to continuously developed in the area of expertise. 7. communicate in a wayperson in a leading function.

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

Buyer, Category Manager, Project Buyer, Purchaser, Purchaser

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

## 5. Official basis of the certificate

### Name and address of the awarding institution

NBI/Handelsakademin  
Redegatan 1 B  
426 77 Västra Frölunda  
Sweden

### Authority providing accreditation / recognition of the certificate

The Swedish National Agency for Higher Vocational Education  
Box 145  
721 05 Västerås, Sweden  
[www.myh.se](http://www.myh.se)

### Level of the certificate (national or European) <sup>1</sup>

Level 5 in the National Qualifications Framework (SeQF)  
Level 5 in the European Qualifications Framework (EQF)

### Grading scale / Pass requirements

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 Certificate requires a minimum of a Pass (Godkänt) in all courses.

### Legal basis

A Higher Vocational Education Certificate 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.

## 6. Officially recognised ways of acquiring the certificate

| Description of vocational education and training                      | Percentage of total programme (%) | Duration (/weeks) |
|-----------------------------------------------------------------------|-----------------------------------|-------------------|
| College/education centre                                              | 68 %                              | 58 weeks          |
| Placement – learning in a work environment                            | 32 %                              | 27 weeks          |
| Total duration of the education / training leading to the certificate |                                   | 85 weeks          |

## 7. 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

[National Europass Centres | Europass](#)

<sup>1</sup> If applicable.