



## CENTRE FOR THE DEVELOPMENT OF OCCUPATIONS

### SERVICES FOR PROFESSIONAL EDUCATION

#### Competence profile

##### Description

A competence profile describes the professional competences that qualification holders must possess in order to work in the given profession. It includes the following documents, which are based on the results of an analysis of the field of activity ,

- Table providing an overview of professional competences
- Job profile
- Description of the requirement level (previously referred to as 'files')

##### Benefits

The job profile presents the main aspects of the profession and provides a general overview. It shows how the profession is positioned on the labour market and in society as well as the differences and similarities with respect to other professions. The job profile is an integral part of the regulation for a federal professional examination.

The requirement level describes the core tasks and context for each competence area and shows how they relate to other competence areas. It establishes the performance criteria to be applied when assessing professional competences and describes corresponding personal and social competences.

The requirement level forms the basis for the tangible structuring of training and is an integral part of the guidelines relating to the regulation for a federal professional examination (Annex).

##### SFIVET services

Basing itself on preliminary work, SFIVET will prepare an initial draft of the competence profile (see prerequisites).

In a workshop or questionnaire distributed within the professional organisation, the content and technical aspects of these documents will be checked for completeness and correctness. SFIVET will provide methodological and didactic support. SFIVET will also help the professional organisation's working group to formulate professional competences and operational performance criteria. SFIVET will then revise the initial drafts accordingly and submit a new draft to the professional organisation for approval.

##### Prerequisites

An analysis of the professional activity must be carried out and presented in writing.

##### Duration

The entire process of producing an initial and revised draft should take 2-3 months.

##### Costs

The State Secretariat for Education, Research and Innovation (SERI) provides funding to cover a portion of the budgeted costs.

We shall gladly provide you with a quote based on your needs.