



CENTRE FOR THE DEVELOPMENT OF OCCUPATIONS

SERVICES FOR PROFESSIONAL EDUCATION

Examination regulation for federal professional examinations

Description

The examination regulation (and corresponding guidelines) for a given federal professional examination is formulated on the basis of professional competences described in the competence profile.

The examination regulation establishes the key aspects of preparing and conducting the examination to obtain a tertiary-level professional qualification. The examination regulation also indicates who may be admitted to the examination and explains the tasks of the examination sponsor. More detailed conditions are set forth in the corresponding guidelines.

Benefits

Careful consideration of the realities of the profession when preparing the examination regulation (and corresponding guidelines) makes it easier to plan training and conduct the examination. Alignment with relevant professional competences ensures that training is realistic and that the examination tests the main professional competences needed for the profession.

SFIVET services

Based on preliminary work and a template provided by the State Secretariat for Education, Research and Innovation (SERI), SFIVET will prepare an initial draft of these documents. Key points will then be discussed and gradually elaborated further in discussions with the (examination) sponsor or the members of the professional organisation's working group.

Revision of the initial draft will be handled either by the professional organisation's working group or by SFIVET.

Prerequisites

There is a sponsor (for the examination).
The competence profile must be available.
SERI has authorised commencement of the work to draft the examination regulation and corresponding guidelines.

Duration

2-4 meetings will be scheduled over a period of 2-4 months. Each meeting will last either a half-day or a full day. It generally takes 4-8 months from the moment the first application is submitted to SERI until the final decision on approval is rendered.

Costs

SERI provides funding to cover a portion of the budgeted costs.
We shall gladly provide you with a quote based on your specific needs.