

## Information Evidence of Practical Experience

### General Conditions for SVEB levels 1 and 2

#### Activity as Teacher of Adult Learners (Teaching classes)

- Only **Contact hours**, (not lessons) are counted. Preparation and follow up hours do not count towards teaching practice.
- A maximum of one third of the lessons can have taken place online (accompanied learning time and guided assignments).

#### Group size

- two thirds with groups of at least three adults, one third may be one-to-one tuition or accompanying learners.
- Professional Practice Trainer: one third may be with groups of at least three adults

#### Age of Learners

- generally 16+, or have completed compulsory education

### Level-related differences

	<b>SVEB Certificate Trainer or Professional Practice Trainer Level 1</b>	<b>Trainer with Federal Diploma Level 2</b>
<b>Teaching Practice Hours</b>	150	300
<b>Period of Practice</b>	over at least 2 years *	over at least 4 years *
<b>Evaluating Body</b>	The training provider awarding the certificate	Commission for Quality Assurance CQA

	<b>Manager of Adult Learning with Advanced Federal Diploma Level 3</b>
<b>Activity</b>	Manage an organisational unit or training service with principle tasks including planning, organisation, development, quality management, marketing and sales as well as human resource management
<b>Hours of Practice</b>	Total 2'000 h: <b>at least 1,500 hours in the area of further education and at least 500 hours in a leadership position</b> (acc. to exam regulations 3.31 b)
<b>Time period</b>	over at least 4 years
<b>Examining Body</b>	Commission for Quality Assurance (CQA for admission to the Advanced Federal Diploma Examination

#### Attestation

The (teaching) practice hours must be confirmed by an external party (employer, work certificate...) Self-employed candidates, who organise courses themselves can show evidence of their practice via the following or similar documents: course evaluations, accounting documents, room rental contracts, tax returns.

We recommend that even for level 1, those with many different contracts and multiple documents of evidence of practice, use the «Evidence of Practice Record» in order to provide a structured overview.

\*In the case of application for an equivalence assessment (Assessment of Equivalent Competencies - GWB) the number of teaching practice hours remains the same. However the applicant must already have been active in Adult Learning for 5 years. Exception: In the case of Module 1, Variation I, 2 years suffice.