

Information Sheet

Central Examination

As of 01.01.2015 all Certificates of Competence for the Federal Diploma for Trainers (FD) - Modules 2 to 5 must be examined centrally. This is a second evaluation, following the one done by the awarding institution.

Admission to the Central Examination (professional certification) of modules 2 to 5 of the «Federal Diploma for Trainers» requires «passed» Certificates of Competence.

To register for the Central Examination an admissions dossier must be submitted. Once the admissions dossier has been approved, a qualification dossier must be deposited.

Admissions Dossier

Submission of the module certificates ToT FD Modules 2-5 along with other documents.

Registration Fee: CHF 250.-

=> See: Application form for Admissions Dossier

The document granting admission to the professional examination provides information on what candidates must submit.

Qualifications Dossier

Submission of certificates of competence for modules ToT FD-M2 to M5 (see **exemptions** below)

Registration Fee: CHF 200.-

=> See: Information Sheet Central Examination i.e. continue reading

Qualifications Dossier

Required for ToT FD modules M2, M3, M4 and M5

Documents to submit:

Certificate of Competence for FD Modules 2 - 5 and the relevant evaluation written by the module teacher trainer.

- FD-M2 > Written case analysis based on the observation and the further development of a group of learners
 - > plus the evaluation written by the module teacher trainer
- FD-M3 > Written document and evaluation of an individual interview on adult learning or on issues of continuing education
 - > plus the evaluation written by the module teacher trainer
- FD-M4 > Written concept for training course or programme
 - > plus the evaluation written by the module teacher trainer
- FD-M5 > Planning, teaching and reflecting on a teaching sequence
The following documents must be submitted:
 - 1. Description of the group of learners
 - 2. Presentation of the context of the entire training programme
 - 3. Commented lesson plan
 - 4. Written reflexion on the observed teaching session (done after the observation)
 - > plus the evaluation written by the module teacher trainer

Exemptions:

The following are exempted from the Central Examination:

- Certificate of Competence for FD Modules M2 - M5, issued before 1.1.2015 (date on the certificate)
- Any FD module certificates issued following an Equivalence Evaluation (EE/GWB). Documents submitted for an EE have already passed an examination by more than one expert and do not have to undergo the Central Examination.
- FD module certificates for level 1 (ToT FD-M1 SVEB Certificate for Trainers of Adults) are required for the admission to the Central Examination but are not relevant for the Central Examination itself.

Important:

- Any incomplete competence certificates will result in a negative evaluation of that particular certificate and consequently to the overall result «not passed».
- **It is the responsibility of the candidate to submit applications that are complete and logically organised.**

Remember:

- ! Every single, multi-page document must be stapled or at least attached with a paper clip - please do not use binders or folders.
- ! All elements of the certificate of competence, must be signed by the module teacher trainer or the course director (at least electronically). Only signed documents will be taken into account for the Central Examination. Not all pages need to be signed. It is sufficient if signatures are placed on the title page or the last page of every single document.