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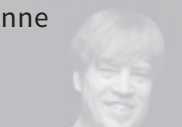
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Roger Zurbriggen  
Participant enrolled  
in examiner trainings



**SFIVET**

SWISS FEDERAL INSTITUTE FOR  
VOCATIONAL EDUCATION AND  
TRAINING

## **ANNUAL REPORT FOR 2015**





«SFIVET is needed as a think tank  
for policymakers in order to further  
develop the Swiss VPET system.»

**Johann Schneider-Ammann,**  
**President of the Swiss Confederation**





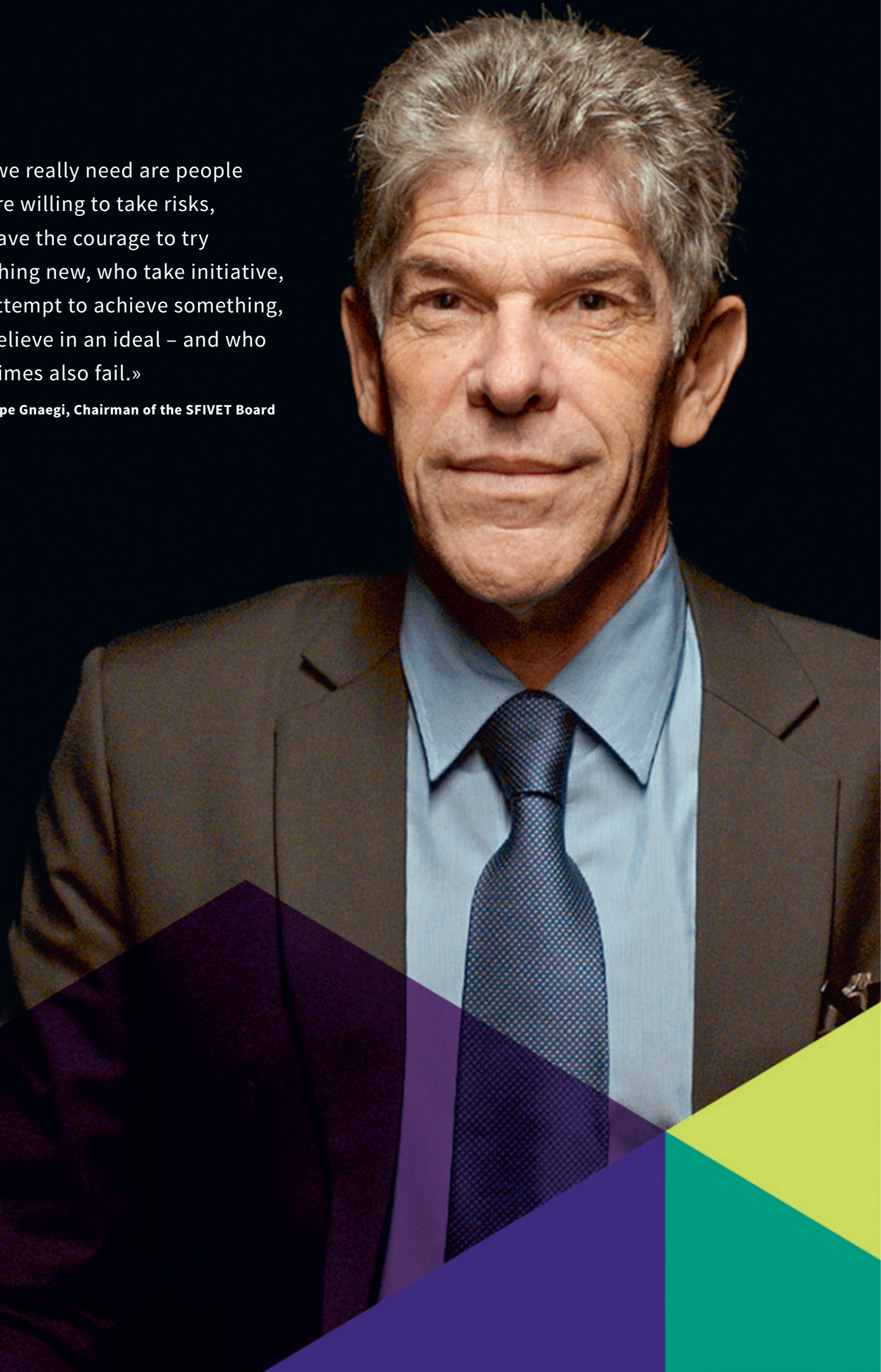
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«What we really need are people who are willing to take risks, who have the courage to try something new, who take initiative, who attempt to achieve something, who believe in an ideal – and who sometimes also fail.»

**Dr. Philippe Gnaegi, Chairman of the SFIVET Board**






## THE COURAGE TO EMBARK ON SOMETHING NEW

The courage to embark on something new is a responsibility shouldered not just by vocational school teachers, apprenticeship trainers, branch course instructors and examiners, but also by professional organisations wishing to prepare their occupations for future challenges. This same innovative spirit can also be felt in vocational education and training (VET) pilot projects in India, Bulgaria and Gabon.

We, the Swiss Federal Institute for Vocational Education and Training (SFIVET), encourage input and feedback from our partners, clients and students: in 2015, concerted steps were taken to ensure that SFIVET will retain its position as the expert organisation for vocational and professional education and training for many years to come. In the medium-term, we intend to position ourselves within the new higher education landscape, which emerged at the start of 2015. Our extensive knowledge of the needs of VET practitioners, our research-based assessments and our unique national perspective are key factors in this.

If courage is needed for individual occupations, then it is also needed for the VPET system as a whole. As pioneers, we are both willing and able to rise to the challenge.

**Dr. Philippe Gnaegi, Chairman of the SFIVET Board**

A portrait of Prof. Dr. Cornelia Oertle, a woman with short reddish-brown hair, wearing glasses and a bright orange blazer over a dark top. She is smiling and looking towards the camera. The background is dark, and there are colorful geometric shapes (purple, blue, green, yellow) in the bottom right corner.

«SFIVET has its finger on the pulse of working life. This makes us unique; no other education institution is able to claim this for itself as much as we do.»

**Prof. Dr. Cornelia Oertle, Director**

## FROM PRACTITIONERS – FOR PRACTITIONERS

In 2015, SFIVET intensified its activities in the area of bilingual teaching in VET and organised the first Swiss symposium on the subject. Why? Because both workers and employers repeatedly mentioned the need for improved foreign language skills.

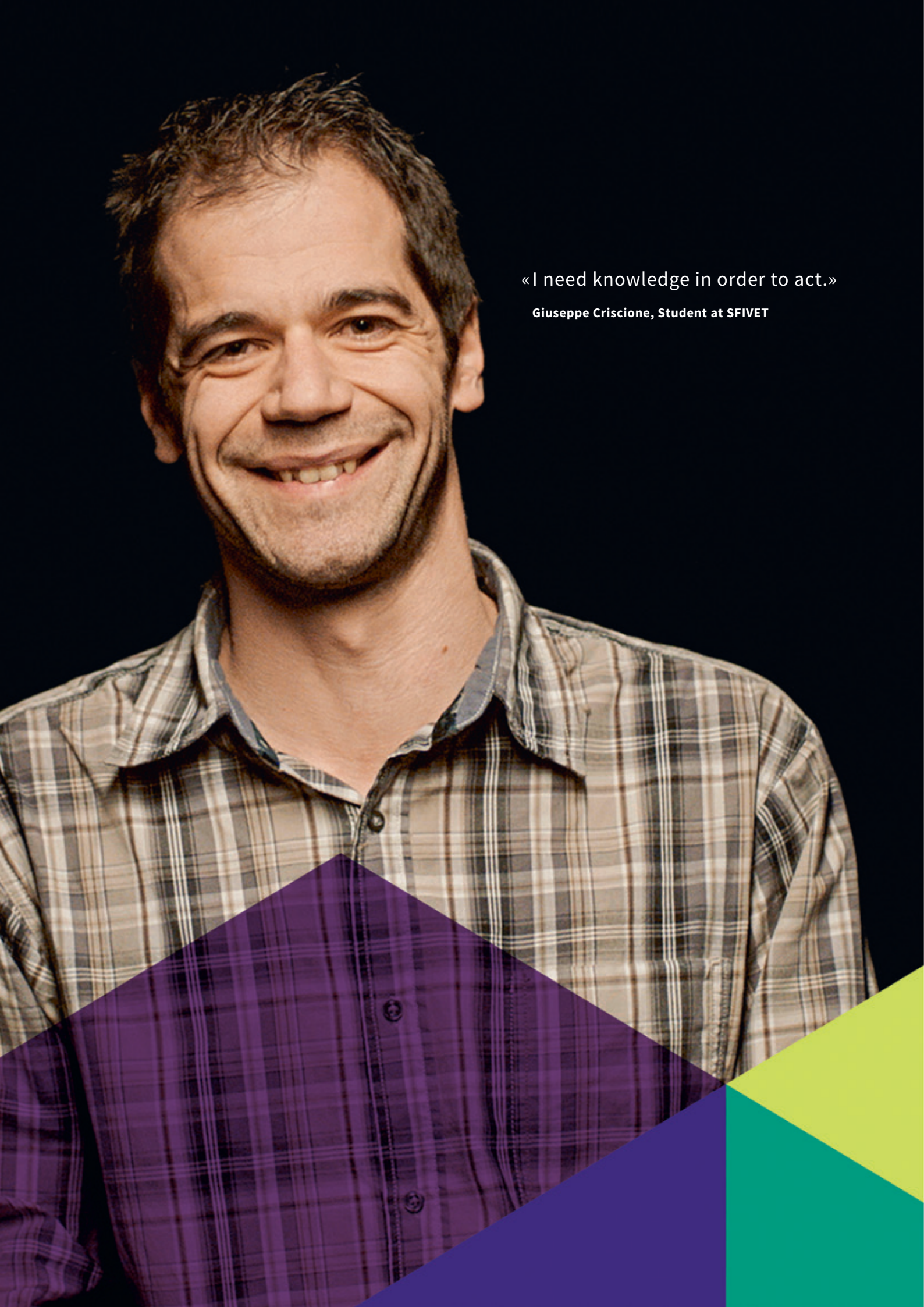
At SFIVET, we give great importance to the needs of practitioners: we maintain close contacts with professional organisations through the support that we provide each year in the planning and implementation of numerous VET reforms. This ensures that we are always aware of the actual needs of the private sector and companies.

This proximity to working life allows us to continuously develop our basic and continuing training courses for VET practitioners. It also allows us to select the right research questions and provide policy-makers with relevant input. This benefits companies directly because it ensures that, in each linguistic region of Switzerland, learners and workers are able to find adequate vocational and professional training based on the latest research findings.

From practitioners – for practitioners: we intend to consolidate this principle in the future. In this manner, we help to ensure the high quality of the Swiss VPET system.

**Prof. Dr. Cornelia Oertle, Director**





«I need knowledge in order to act.»

Giuseppe Criscione, Student at SFIVET

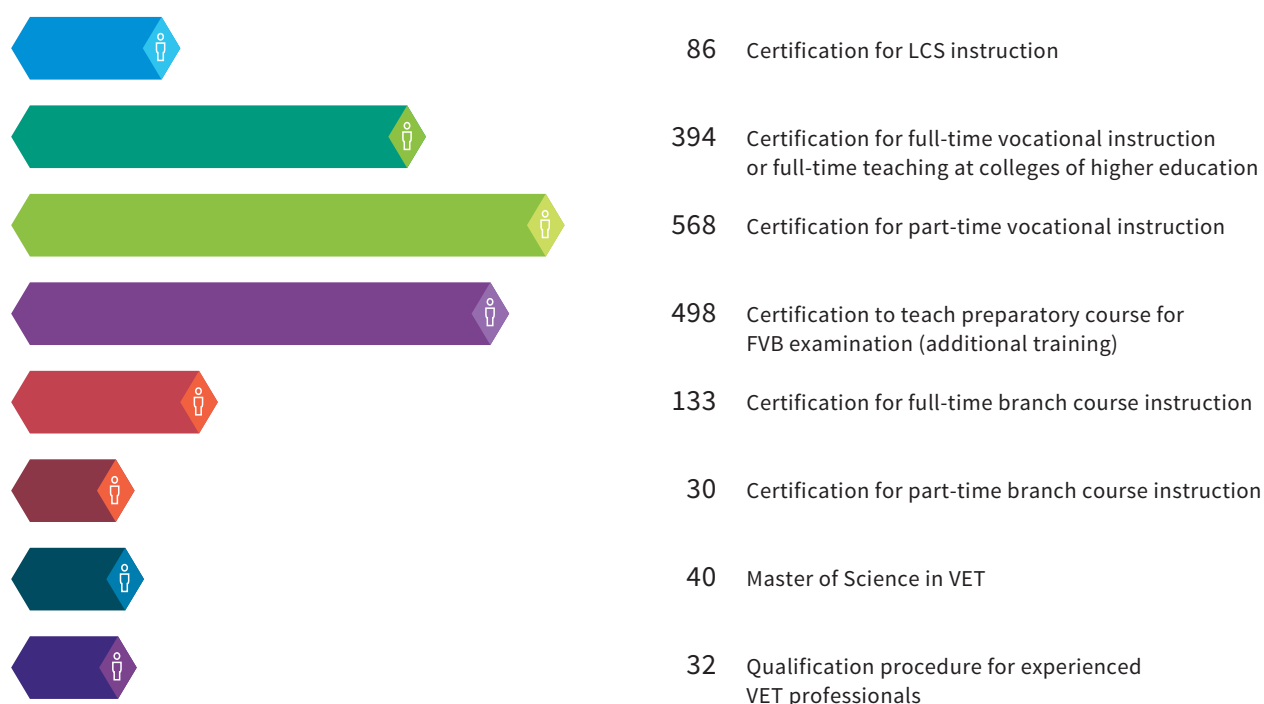
## EDUCATION AND TRAINING POTENTIAL

With downward pressure being exerted on cantonal and federal budgets, the same question is raised over and over again with greater urgency: what is the actual purpose of education and training? Here, language, communication and society (LCS) courses offer considerable potential: at the LCS symposium held at the vocational training centre in Olten on 31 October 2015, specific examples were used to illustrate how learners can become even more prepared for working life through computer-assisted monitoring of learning progress, lessons in writing and financial literacy as well as LCS instruction.

In addition to its well-established courses offered in all three linguistic regions, SFIVET's Basic Training Division had a very intensive year. At the graduation ceremony at the Centro professionale del verde in Coldrerio, Federal Councillor Johann Schneider-Ammann underscored the importance of the graduates' future occupation. At the graduation ceremonies in Schönenwerd and Geneva, Cantonal Councillor Esther Gassler (Canton of Solothurn) and Cantonal Councillor Anne Emery-Torracinta (Canton of Geneva) congratulated the graduates and wished them great success.

Another positive development is the increasing number of teachers seeking certification to teach the preparatory course for the FVB examination. Their aim is to keep as many doors open as possible. In the fall semester of 2015, a new group of students began their studies for the Master of Science in Vocational Education and Training. In addition, SFIVET Lugano's two training programmes for branch course instructors have received recognition thanks to the high quality of teaching at SFIVET, which was further confirmed by the positive feedback from student surveys.

### Enrolment figures – VET teachers and trainers




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**1 781** Total





«SFIVET is necessary to train VET specialists so that this field can develop and meet the needs of the economy and society.»

**Mimita Zabana,**  
**Student Master of Science in VET**



## VET SPECIALISTS IN DEMAND

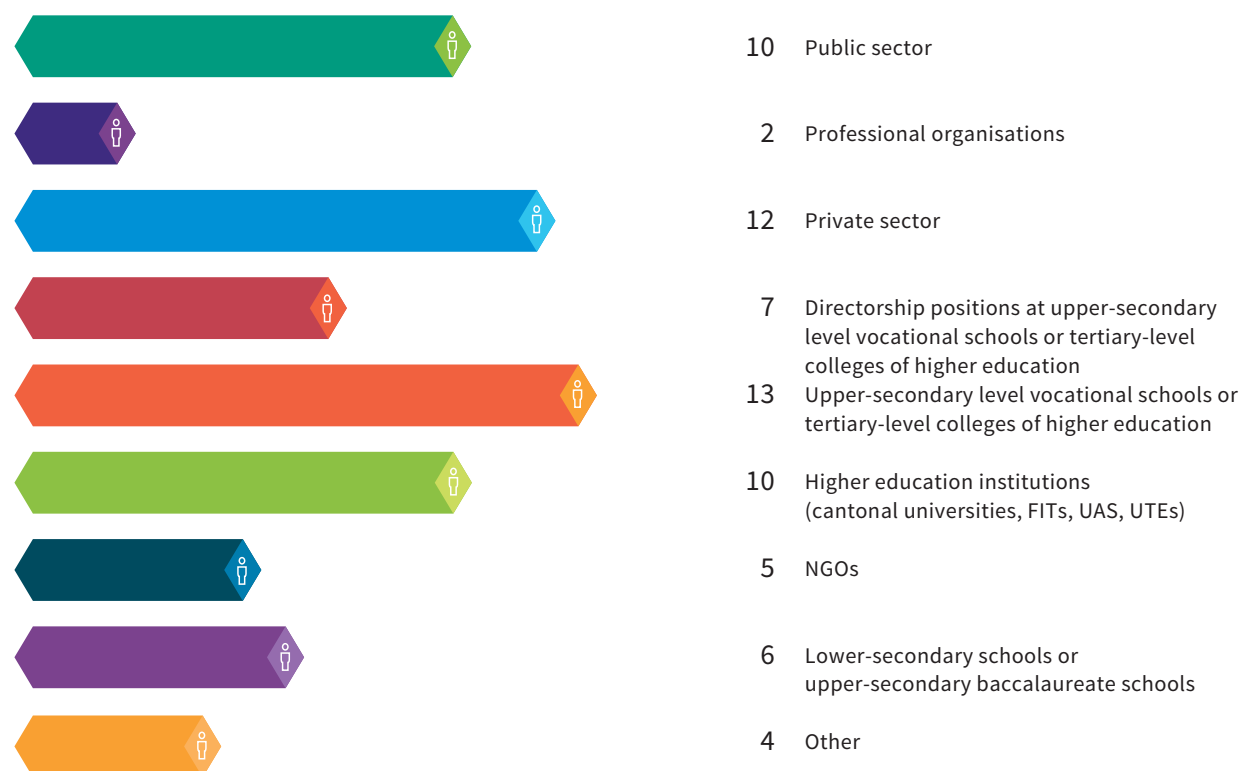
Research-based, practical, multidisciplinary and multilingual: SFIVET's Master of Science (MSc) in VET programme is unique in the education landscape both in Switzerland and abroad.

Three years of part-time studies provide graduates with comprehensive knowledge about the Swiss system of vocational and professional education and training. The study programme also situates the Swiss VPET system within an international context. There is strong demand on the labour market for holders of this qualification.

A group of 23 students began their studies in the fall semester of 2015. They were the fifth such group since the MSc in VET programme was introduced. By the end of 2015, around 40 students were enrolled in the programme on the whole. In 2015, MSc staff organised two Master's colloquia in Zollikofen and one alumni-gathering in Zurich. As part of a study module, a round table discussion on VET challenges was also held between students and representatives of the Confederation, the cantons and professional organisations.

SFIVET is currently considering work with various partners to better position the MSc in VET programme within the higher education sector.

### Career outcomes for holders of the MSc in VET by branch



« Knowledge gained through  
others changed my view  
of the world. »

**Maria Giacobbe Spanò**, participant enrolled  
in a continuing training course at SFIVET

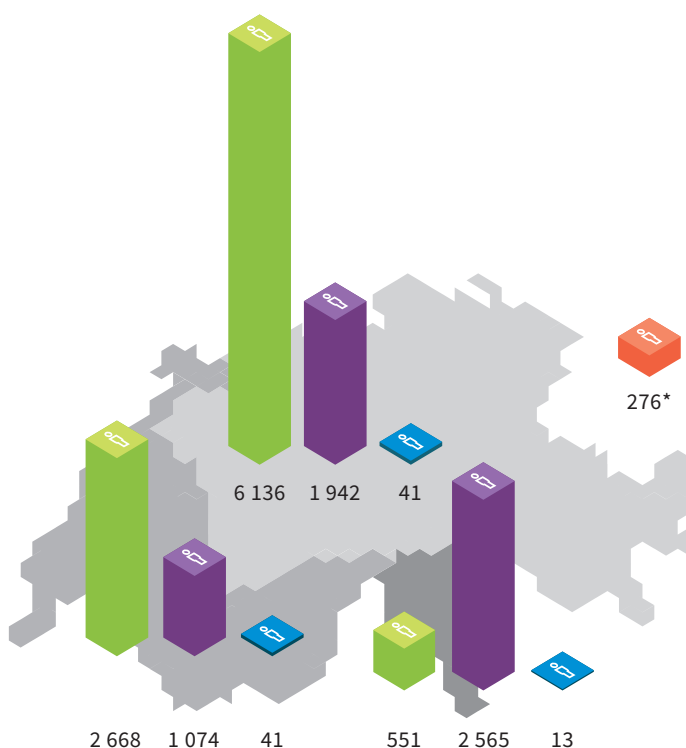


## MULTILINGUAL FOCUS OF CONTINUING TRAINING COURSES

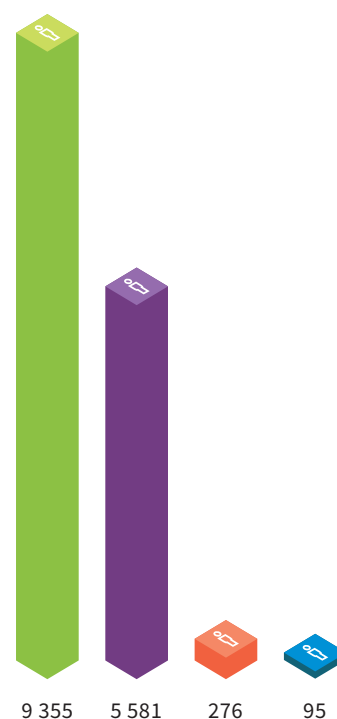
Cooks and musical instrument makers have something in common: they both undergo bilingual instruction in their VET programmes. All participants at the bilingual teaching symposium held in Lucerne on 7 May 2015 agreed: promoting foreign language skills raises the value of VET. As the competence centre for bilingual teaching in VET programmes, SFIVET helps to bring schools, offices and teachers together, trains teachers in bilingual instruction and provides them with the guidance needed to introduce bilingual content in their lessons.

In 2015, nearly 15,000 vocational school teachers, examiners, school directors and apprenticeship trainers attended continuing training courses at SFIVET. The course catalogue covered many different areas such as bilingual teaching, encouragement and guidance, vocational didactics, heterogeneity, digitalisation and management. Participants gave positive feedback regarding the quality of these courses.

Key enrolment figures by linguistic region



Total enrolment figures for continuing training courses



- Enrolment in examiner training courses
- Enrolment in continuing training courses
- Enrolment in SVEB 1 certification courses
- Enrolment in advanced studies programmes (CAS, DAS, MAS)

\*incl. joint course offered by SFIVET and Formation en Direction d'Institutions de formation (FORDIF)





«Research is a means of  
understanding, developing  
and improving VET.»

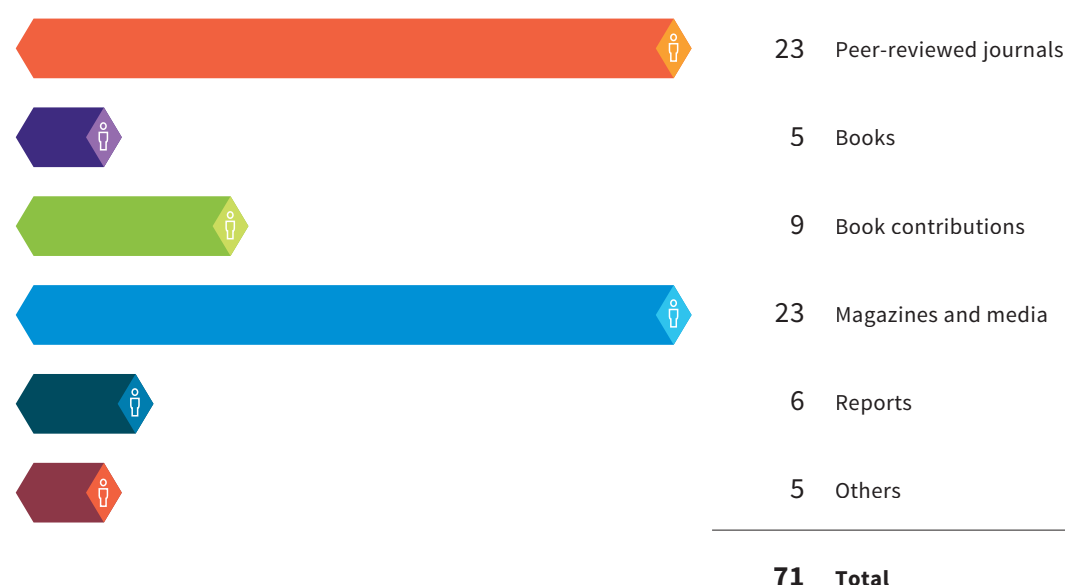
**Dr. Isabelle Caprani, Head of research  
theme, SFIVET**

## LOOKING TOWARDS THE FUTURE

Demographic aging poses fresh challenges for the Swiss VPET system: how can the VPET system help to ease projected labour market shortages in the healthcare sector? The professional organisation OdA Santé and SFIVET researchers are convinced that research on the education choices of young people in VET programmes in health care can answer this question. This is just one of over 40 different research and evaluation projects that enable SFIVET to provide VPET partners with innovative proposals and key input for strategic planning purposes.

For the fourth time, SFIVET organised an International Congress on Research in VET, which took place in Zollikofen from 25 to 27 March 2015. 140 participants from 16 different countries shared their expertise on the subject «Developing skills across institutional boundaries». The great interest shown in the VET Congress combined with the many different cooperation projects with renowned national and international research institutes bear testimony to the strong network and recognition that SFIVET has managed to develop in the field of VET research.

### Research output by type of publication





«We want to understand  
why apprenticeship contracts  
are terminated prematurely  
so that we can find ways  
to reduce the incidence  
of such terminations.»

**Prof. Dr. Jürg Schweri, Head of research  
theme, SFIVET**



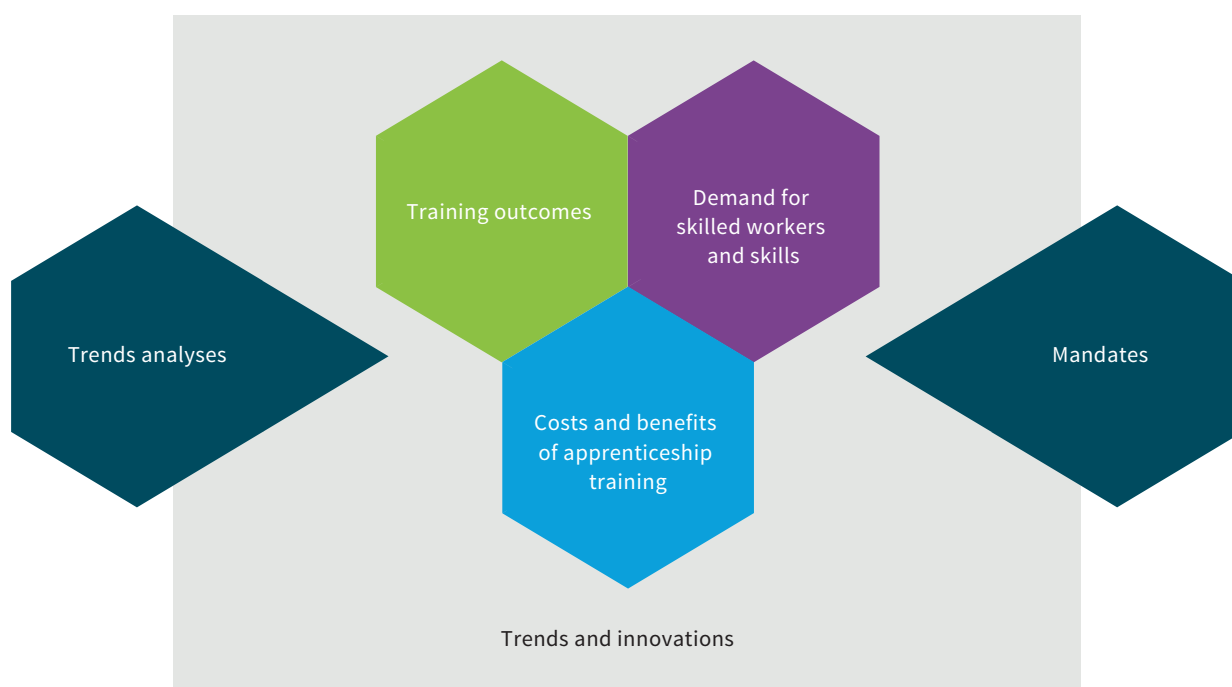


## MONITORING TRENDS AND ADDRESSING CHALLENGES

Until recently, the Swiss VPET system lacked a competence centre that could monitor the latest trends and challenges relating to individual occupational fields and propose solutions for practitioners. In 2015, SFIVET responded to this current need by creating the Swiss Observatory for Vocational Education and Training. The VET Observatory has already begun its work and in 2016 will release its first trends report on early termination of apprenticeship contracts in Switzerland.

Training outcomes, demand for skilled workers and skills as well as the costs and benefits of apprenticeship training are the first three themes that the VET Observatory will focus on to identify a potential need for action. Its research is intended for VPET partners and training institutions: trends analyses and research on specific occupations form the basis for situation analysis and possible action steps. The VET Observatory also advises VPET partners and, on their request, proposes specific measures for development and improvement. In this manner, it contributes innovative ideas enabling the Swiss VPET system to be managed with efficiency and a view to the future.

### Core themes and tasks



«SFIVET is important for professional organisations because it can help us with processes that we are not accustomed to and for which SFIVET has extensive expertise.»

Dietmar Eglseder, Head of VET at suissetec

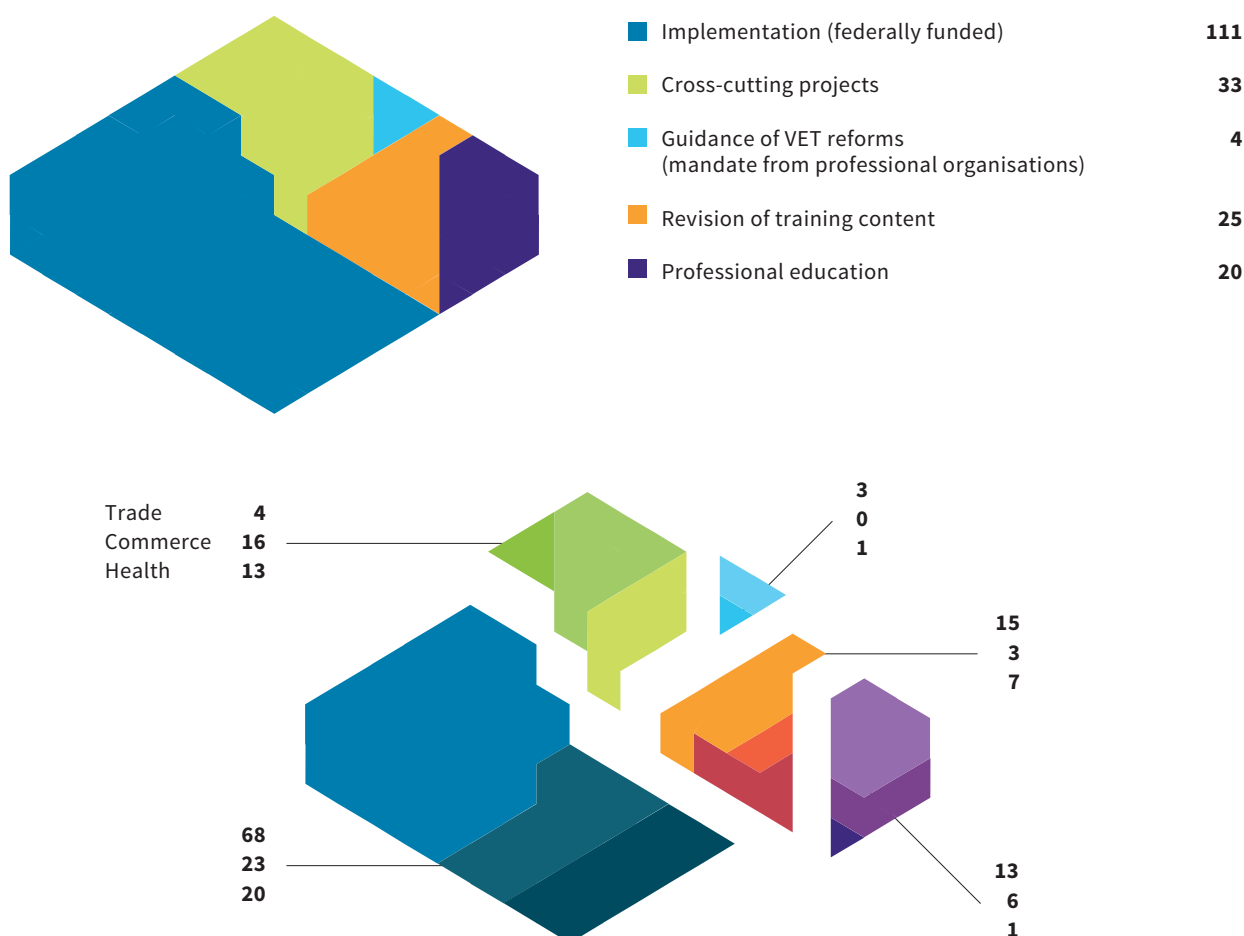


# PREPARING FOR THE FUTURE WITH THE CENTRE FOR THE DEVELOPMENT OF OCCUPATIONS

After a development phase lasting several years, during which time the Centre for the Development of Occupations (CdO) guided numerous VET reforms, the CdO can now reap the benefits of its hard work: there is great demand for the range of CdO services, which was broadened to satisfy the needs of VPET partners. In 2015, the CdO helped professional organisations to conduct five-year reviews for a total of 25 occupations – considerably more than in previous years. At the same time, professional organisations initiated the reform process for the last four occupations in 2015 and continued the implementation phase for 111 occupations.

At CdO lunches at job fairs in Fribourg and Zurich, the CdO interacted with potential clients. Among other things, the aim was to raise awareness of the purpose of its activities: the CdO helps professional organisations to create and adapt the training content of VET programmes for specific occupations. At the same time, the CdO seeks to harmonise training practices and content all over Switzerland in order to ensure that training matches the needs of the labour market both today and in the future.

## Number of supported occupations by sector







«SFIVET is a very important source. Both we and our partner countries have had excellent experiences with the exchange of knowledge through SFIVET.»

**Ulrich Stürzinger, Division Head,  
Swiss Agency for Development  
and Cooperation SDC**

## INTERNATIONAL ACTIVITIES WELL UNDERWAY

Switzerland's dual-track approach to vocational education and training has proven to be a successful model, as attested by low youth unemployment in Switzerland and the considerable interest shown by other countries in our model. SFIVET's international activities have reached a new level: In 2015, SFIVET received 33 foreign delegations from all continents and carried out 10 international projects and mandates.

A major highlight was the inauguration of the first dual-track VET programme in Bulgaria on 15 September 2015 in the presence of Bulgarian education minister Todor Tanev and the head of the Swiss State Secretariat for Education, Research and Innovation, Dr. Mauro Dell'Ambrogio. Around 80 learners in the fields of milk technology and machine manufacturing began their training. SFIVET helped to develop corresponding training plans and provided training to vocational school teachers and apprenticeship trainers.

Given the growing interest in SFIVET's international activities and in an effort to raise SFIVET's international profile, the International Relations Division was reassigned to the Director's office in 2015.

### Number of projects and mandates, delegations and representations



#### ■ Projects and mandates

Bulgaria  
China (2)  
Gabon  
India  
Luxembourg  
Qatar  
Senegal  
Slovakia  
South Africa

#### ■ Delegations

Albania  
Australia  
Azerbaijan  
Belgium (2)  
Bosnia-H  
Bulgaria  
Canada  
China (3)  
Croatia

Germany (2)  
Greenland  
Hong Kong (2)  
India  
Kosovo  
Kambodscha  
Kosovo  
Myanmar  
Niger

Singapore  
South Africa  
South Korea (7)  
Spain  
USA

#### ■ Presentations at conferences and committee meetings abroad

Brazil  
Bulgaria  
Canada  
Gabon  
Germany (2)  
India  
Qatar  
Slovakia  
South Africa  
South Korea (2)  
Spain





«Every day I ask myself what  
my future will be like.»

**Lisa Furrer, Learner enrolled in VET  
programme in Commerce, SFIVET**

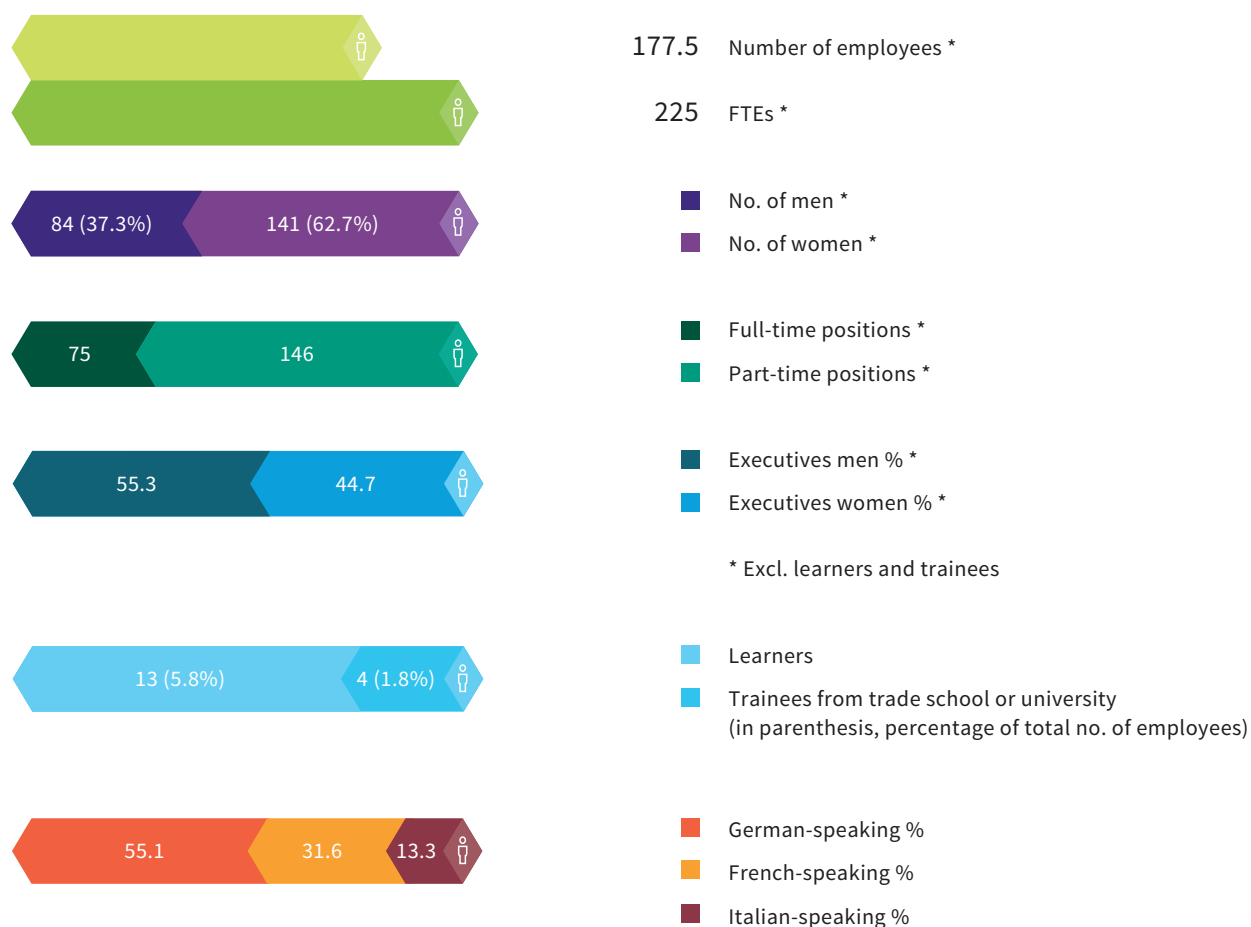


## KNOWLEDGE GOES IN – ADDED VALUE COMES OUT

In 2015, the Internal Services Division made considerable progress in several major projects needed to ensure smooth and efficient operation of SFIVET's teaching, research and development activities. In addition, various older facilities, for example on the Zollikofen campus, have been modernised. With these projects, SFIVET now has the means at its disposal to bring true added value to the Swiss VPET system through highly innovative products – such as the *ivideo.education* online platform, which has been nominated for a UNESCO prize.

In 2015, a project to manage VET knowledge was launched in which several SFIVET divisions take part. The aim is to centralise the broad range of relevant expertise at SFIVET and to provide SFIVET employees and students with a scientifically sound glossary. However, people are the alpha and omega when it comes to generating knowledge – they are the ones who can piece together individual facts to paint a cohesive picture. As an employer, SFIVET therefore takes active steps to support its most important resource, its employees. SFIVET is an equal opportunity employer: It supports men and women equally as well as teachers, young researchers and learners in particular.

### Overview of SFIVET staff



# ORGANISATION CHART

**University Assembly  
Chairman**

NN

**Chairman of SFIVET Board**

Dr. Philippe Gnaegi

**Vice Chairman of SFIVET Board**

Vincenzo Nembrini

 SFIVET Executive Committee

**Director**

Prof. Dr. Cornelia Oertle

**Basic training**

Prof. Dr. Alexandre Etienne  
Deputy Director

**Continuing training**

Patrizia Hasler

Regional campus  
french-speaking  
Switzerland,  
Lausanne

**Basic training  
Lausanne**  
Ana Albornoz

**Continuing training  
Lausanne**  
Christian Wurlod

Regional campus  
italian-speaking  
Switzerland,  
Lugano

**Basic training  
Lugano**  
Dr. Fabio Merlini

**M Sc in  
vocational  
education  
and training**  
Dr. Andrea  
Hungerbühler

**Continuing training  
Lugano**  
Osvaldo Arrigo

Regional campus  
german-speaking  
Switzerland,  
Zollikofen

**Basic training  
Zollikofen**  
Dr. Martin C.  
Holder (a.i.)

**Continuing training  
Zollikofen**  
Susann Siegfried

**Members of SFIVET Board**

Hanspeter Hauenstein  
Prof. Dr. Winfried Kronig  
Dr. Madeleine Salzmann  
Claudia Sassi

Angelika Locher Schmid  
Claude-Alain Vuille  
Karl Zimmermann

**Managerial staff**

Dr. Katrin Müller

**Marketing & Communication**

Jacques Andres

**International relations**

Erik Swars

**Secretariat**

Regina Diering

**Controlling**

Marcel Kugler

**Research & Development**

Prof. Dr. Carmen Baumeler

**Centre for the development of occupations**

Jean-Pierre Perdrizat

**Internal Services**

Gabriel Flück

**Teaching & learning in VET/PET programmes**

Dr. Isabelle Caprani

**Current VET / PET context**

Dr. Antje Barabasch

**Strategic planning of VET / PET sector**

Prof. Dr. Jürg Schweri

**Trade, industry, engineering and agriculture**

Rolf Felser

**Business, sales, gastronomy, nutrition, logistics & IT**

Patrick Lachenmeier

**Health care, social care, art and physical education**

Serge Chobaz

**Human Resources**

Josef Kuhn

**Finance**

Mark Reinhard

**IT**

Laurent Ferry

**Facility management**

Murielle Gay-Crosier

**Organisation and Quality**

Dr. Franz Lock

**Library**

Beatrice Frick

**Environmental officer**

Isabelle Lüthi





# FINANCIAL STATEMENT

# RISK ANALYSIS

## Carrying out a risk analysis

Each year, the SFIVET Board and the SFIVET Executive Committee carry out a systematic analysis of risks that could potentially skew the information presented in SFIVET's financial statement. The main risks are assessed in terms of their potential severity and likelihood. These risks are eliminated or reduced whenever possible.

# 1. **REPORT OF THE STATUTORY AUDITOR ON THE FINANCIAL STATEMENTS FOR THE YEAR 2015**

## **Report of the Statutory Auditor**

To the Board of the Swiss Federal Institute for Vocational Education and Training SFIVET,  
Zollikofen

## **Report of the Statutory Auditor on the Financial Statements**

As statutory auditor, we have audited the accompanying financial statements of the Swiss Federal Institute for Vocational Education and Training SFIVET, which comprise the balance sheet, income statement statement of cash flows, a change in equity statement and notes for the year ended 31 December 2015.

### **Board SFIVET Responsibility**

The SFIVET Board is legally required to prepare a financial statement in accordance with the SFIVET Ordinance (SR 412.106.1), the Financial Budget Act (FBA, SR 611.0) and the Financial Budget Ordinance (FBO, SR 611.01). Its responsibility includes creating, implementing and maintaining an internal control system for the purpose of ensuring that prepared financial statements are free from material misstatements resulting from fraud or error. In addition, the SFIVET Board is responsible for selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Swiss law and Swiss Auditing Standards. Those standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers the internal control system relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control system. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.





## Opinion

In our opinion, the financial statements for the year ended 31 December 2015 comply with Swiss law as well as with the SFIVET Ordinance (SR 412.106.1), the Financial Budget Act (FBA, SR 611.0) and the Financial Budget Ordinance (FBO, SR 611.01).

## Report on Other Legal Requirements

We confirm that we meet the legal requirements on licensing according to the Auditor Oversight Act (AOA) and independence (article 728 Code of Obligations (CO) and that there are no circumstances incompatible with our independence.

In accordance with article 728a para. 1 item 3 CO and Swiss Auditing Standard 890, we confirm that an internal control system exists, which has been designed for the preparation of financial state-ments according to the instructions of the SFIVET Board

We recommend that the financial statements submitted to you be approved.

Berne, 18 February 2016

BDO Ltd

A blue ink signature of Matthias Hildebrandt, consisting of a stylized 'M' followed by a series of wavy lines.

Matthias Hildebrandt

Auditor in Charge

Licenced Audit Expert

A blue ink signature of ppa. Senem Sahin, written in a cursive style.

ppa. Senem Sahin

Licenced Audit Expert

## 2. BALANCE SHEET

### Balance sheet on 31 December 2015

Amounts in '000 CHF for	Appendix	31.12.2015	31.12.2014
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash	I	6 740	6 067
Accounts receivable	II	1 353	1 878
Accrued income	III	442	214
<b>Total Current Assets</b>		<b>8 535</b>	<b>8 159</b>
<b>Fixed Assets</b>			
Property, plant and equipment	IV	208	384
Other fixed assets		0	0
<b>Total Fixed Assets</b>		<b>208</b>	<b>384</b>
<b>Total Assets</b>		<b>8 743</b>	<b>8 543</b>
<b>LIABILITIES</b>			
<b>Short-Term Liabilities</b>			
Current liabilities	V	2 910	2 168
Deferred income	VI	2 573	2 499
Provisions	VII	1 105	1 143
<b>Total Short-Term Liabilities</b>		<b>6 588</b>	<b>5 810</b>
<b>Equity</b>			
Reserves		2 733	4 177
Year-end results		-578 <sup>1</sup>	-1 444
<b>Total Equity</b>		<b>2 155</b>	<b>2 733</b>
<b>Total Liabilities</b>		<b>8 743</b>	<b>8 543</b>

<sup>1</sup> Once the Federal Council has approved the financial statement, the reserves will be used to offset the loss of CHF 578 000.

### 3. INCOME STATEMENT

#### Income statement, 1 January – 31 December 2015

Amounts in '000 CHF for	Appendix	2015	2014
<b>Operating Income</b>			
Revenue from services/research projects	VIII	2 781	2 491
Revenue from fees	IX	2 890	3 153
Operating subsidies from the Confederation	X	39 740	36 545
Other revenue		235	280
<b>Total Operating Income</b>		<b>45 646</b>	<b>42 469</b>
<b>Operating Expenses</b>			
Personnel costs	XI	36 505	35 042
Property expenditure	XII	4 995	5 024
Administrative expenses	XIII	1 297	1 259
IT costs		1 832	1 200
Other costs		1 441	1 191
Depreciation		151	196
<b>Total Operating Expenses</b>		<b>46 221</b>	<b>43 912</b>
<b>Results from Continuing Operations</b>		<b>-575</b>	<b>-1 443</b>
Financial income	XV	0	0
Financial expenses	XV	3	1
<b>Net result</b>		<b>-578</b>	<b>-1 444</b>



## 4. CASH FLOW STATEMENT

### Cash Flow Statement

Amounts in '000 CHF for	Appendix	2015	2014
Net result		-578	-1 444
Amortisation	IV	151	196
Changes in provisions	VII	-38	196
<b>Cash flow before change in net working capital</b>		<b>-465</b>	<b>-1 052</b>
<b>Operations</b>			
Cash receipts from/cash paid for Accounts receivable	II	550	-832
Accrued income	III	-228	119
Current liabilities	V	742	587
Deferred income	VI	74	249
<b>Net Cash Flow from Operations</b>		<b>673</b>	<b>-929</b>
<b>Investing Activities</b>			
Purchase of property, plant and equipment	IV	0	-170
Sale of property, plant and equipment		0	0
Purchase of other investment securities		0	0
Sale of other investment securities		0	0
<b>Net Cash Flow from Investing Activities</b>		<b>0</b>	<b>-170</b>
<b>Financing Activities</b>			
Cash receipts from borrowing		0	0
Cash paid for repayment of loans		0	0
<b>Net Cash Flow from Financing Activities</b>		<b>0</b>	<b>0</b>
<b>Cash at beginning of year (1 January)</b>	I	<b>6 067</b>	<b>7 166</b>
<b>Net increase/decrease in cash</b>		<b>673</b>	<b>-1 099</b>
<b>Cash at end of year (31 December)</b>	I	<b>6 740</b>	<b>6 067</b>

## 5. STATEMENT OF CHANGES IN EQUITY

Amounts in '000 CHF for	Equity 31.12.2015	Equity 31.12.2014
Reserves	2 733	4 177
Net result	-578	-1 444
<b>Status of equity on 31 December</b>	<b>2 155</b>	<b>2 733</b>

According to Art. 32 of the Ordinance of 14 September 2005 on the Swiss Federal Institute for Vocational Education and Training (SFIVET Ordinance; SR 412.106.1), SFIVET may allocate no more than the equivalent of 10% of each year's budget to reserves. Grants are not included in the calculation. Reserves are used to offset losses as well as to finance projects and planned capital expenditure.

## 6. APPENDIX TO FINANCIAL STATEMENT

### 6.1 General information

The Swiss Federal Institute for Vocational Education and Training (SFIVET) is a public institution with its own legal personality and registered office in Bern (Art. 2 of SFIVET Ordinance; SR 412.106.1).

According to Art. 25 of the SFIVET Ordinance, the Federal Council establishes the SFIVET Board's strategic objectives. The Federal Council established the SFIVET Board's strategic objectives for 2013–2016 on 5 September 2012.

### 6.2 General information about SFIVET

Legal form:	Public institution with its own legal personality
Activities:	<p>SFIVET is the Confederation's competence centre for teaching and research in vocational pedagogy, upper-secondary-level vocational education and training, tertiary-level professional education and development of occupations for the whole of Switzerland. SFIVET's activities include the following:</p> <ul style="list-style-type: none"><li>• Provision of basic training to VET professionals</li><li>• Provision of continuing training to VET professionals</li><li>• Research and development in the VET field</li><li>• Development of occupations</li></ul>
Locations:	Lausanne, Lugano und Zollikofen
No. of employees at end of 2015	178 (in FTEs)

### 6.3 Generally accepted accounting principles

The present financial statement was prepared in accordance with the accounting principles set forth in the SFIVET Ordinance, namely materiality, clarity, consistency and no-netting. It is also compliant with the accounting standards set forth in the Federal Act of 7 October 2005 on the Federal Financial Budget (Financial Budget Act, FBA; SR 611.0).

#### Materiality

All information needed for a quick and comprehensive assessment of current assets, finances and earnings should be disclosed.

#### Clarity

Information must be clear and comprehensible.

#### Consistency

Bookkeeping and accounting records should remain unchanged over an extended period of time wherever possible.

#### No-netting

The full amounts of revenue and expenses must be presented separately, without offsetting against each other.

#### Balancing and valuation

Balancing and valuation principles are determined on the basis of established accounting principles.

#### Foreign currency

SFIVET's financial statement for 2015 is presented in Swiss francs (CHF).

Items in foreign currencies are converted to Swiss francs at the closing rate for the transaction in question. Monetary assets and liabilities in foreign currencies are converted to Swiss francs at the closing rate on the balance sheet date and any exchange differences are reported in the income statement.

#### Revenue entries

Revenue entries use the date when goods are delivered or services rendered.

If the point in time is a determining factor (e.g. date when a decision is reached or an authorisation is given), then the entry will be based either on the date when the service is rendered or the date when the decision is reached.

#### Cash

This includes cash and cash equivalents with a maturity period of 90 days or less (incl. time deposits), which can be readily converted to hard cash at any time. Cash is reported at nominal value.

#### Accounts receivable

The reported amounts correspond to invoiced amounts minus a lump-sum adjustment (for bad debts).



**Property, plant and equipment**

Property, plant and equipment (PP&E) are valued at the acquisition or production cost and depreciated on the income statement on the basis of the estimated useful life as indicated below:

Land/buildings	None
Movable assets	5 years
Machines and equipment	5 years
Office machines	5 years
Vehicles	5 years
Computer hardware	3 and 5 years
Computer software	3 years

The principle of individual valuation applies (Art. 50 para. 3 FBA). According to Art. 56 para. 1 let. b of the Financial Budget Ordinance of 5 April 2006 (FBO; SR 611.01), movable assets must be capitalised when they reach the capitalisation limit of CHF 5 000. Accounting rules do not permit the bundled capitalisation of computer hardware.

Fixed assets are reported as property, plant and equipment if the acquisition value exceeds CHF 5 000. If the acquisition value is less, then the fixed assets are directly reported as overhead.

**Intangible assets**

Computer software is listed under fixed assets (PP&E). Other than this, SFIVET has no other intangible assets.

**Accounts payable trade**

Accounts payable trade are estimated at nominal value.

**Provisions**

Provisions are established when a past event gives rise to a liability that is likely to cause a drain on resources and when the amount of that liability can be reliably determined. If the drain on resources associated with a given liability is deemed unlikely, then this liability is referred to as a contingent liability.

Provisions have only been established to cover anticipated costs associated with risk events that have already occurred. No provisions have been established for potential risk events in the future.

At the end of the year, provisions are established to cover untaken annual leave, untaken days off, unused flexitime, overtime and other time credits.

**Equity**

According to Art. 32 of the SFIVET Ordinance (SR 412.106.1), SFIVET may allocate no more than the equivalent of 10 % of each year's budget to reserves. Reserves are used to offset losses as well as to finance projects and planned capital expenditure.

## 6.4 Explanations of balance sheet

### I Cash

Amounts in '000 CHF for	31.12.2015	31.12.2014
Petty cash	6	4
Post	1	0
Current accounts at banks	6 733	6 062
<b>Total Cash</b>	<b>6 740</b>	<b>6 066</b>

## II Accounts receivable

Amounts in '000 CHF for	31.12.2015	31.12.2014
Trade receivables	1 306	1 833
Bad debts	-65	-91
Other accounts receivable	112	136
<b>Total Accounts Receivable</b>	<b>1 353</b>	<b>1 878</b>

## III Accrued income

Amounts in '000 CHF for	31.12.2015	31.12.2014
Accrued income	442	214
<b>Total Accrued Income</b>	<b>442</b>	<b>214</b>

## IV Property, plant and equipment

Amounts in '000 CHF for	31.12.2015	31.12.2014
Movable assets	0	0
Machines and equipment	1	3
Office machines	0	0
Vehicles	0	0
Computer hardware	109	177
Computer software	80	167
Parking facilities	18	37
<b>Total Property, Plant and Equipment</b>	<b>208</b>	<b>384</b>

Asset analysis Amounts in '000 CHF for	Movable assets	Machines and equipment	Office machines	Vehicles	Computer hardw.	Computer softw.	Parking facilities	Total Property, Plant and Equipment
ACQUISITION COSTS								
<b>Status on 01.01.2014</b>	<b>26</b>	<b>17</b>	<b>23</b>	<b>11</b>	<b>331</b>	<b>229</b>	<b>92</b>	<b>729</b>
Inflows	0	0	0	0	136	34	0	170
Outflows	0	0	0	0	0	0	0	0
<b>Status on 31.12.2014</b>	<b>26</b>	<b>17</b>	<b>23</b>	<b>11</b>	<b>467</b>	<b>263</b>	<b>92</b>	<b>899</b>
<b>Status on 01.01.2015</b>	<b>26</b>	<b>17</b>	<b>23</b>	<b>11</b>	<b>467</b>	<b>263</b>	<b>92</b>	<b>899</b>
Inflows	0	0	0	0	0	0	0	170
Outflows	0	0	0	0	0	0	0	0
<b>Status on 31.12.2015</b>	<b>26</b>	<b>17</b>	<b>23</b>	<b>11</b>	<b>467</b>	<b>263</b>	<b>92</b>	<b>899</b>
ACCUMULATED DEPRECIATION								
<b>Status on 01.01.2014</b>	<b>26</b>	<b>11</b>	<b>23</b>	<b>11</b>	<b>222</b>	<b>19</b>	<b>37</b>	<b>349</b>
Inflows	0	3	0	0	68	77	18	166
Outflows	0	0	0	0	0	0	0	0
<b>Status on 31.12.2014</b>	<b>26</b>	<b>14</b>	<b>23</b>	<b>11</b>	<b>290</b>	<b>96</b>	<b>55</b>	<b>515</b>
<b>Status on 01.01.2015</b>	<b>26</b>	<b>14</b>	<b>23</b>	<b>11</b>	<b>290</b>	<b>96</b>	<b>55</b>	<b>515</b>
Inflows	0	2	0	0	68	87	19	176
Outflows	0	0	0	0	0	0	0	0
<b>Status on 31.12.2015</b>	<b>26</b>	<b>16</b>	<b>23</b>	<b>11</b>	<b>358</b>	<b>183</b>	<b>74</b>	<b>691</b>
<b>Net book value on 31.12.2015</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>109</b>	<b>80</b>	<b>18</b>	<b>208</b>



## V Current Liabilities

Amounts in '000 CHF for	31.12.2015	31.12.2014
Liabilities in Switzerland	1 996	1 478
Liabilities abroad	1	16
Liabilities for social insurance and VAT	913	674
<b>Total Current Liabilities</b>	<b>2 910</b>	<b>2 168</b>

## VI Deferred income

Amounts in '000 CHF for	31.12.2015	31.12.2014
Accruals for external lecturers	870	966
Accrual of earnings	1 132	1 460
Miscellaneous deferred income	571	73
<b>Total Deferred Income</b>	<b>2 573</b>	<b>2 499</b>

The increase in miscellaneous deferred income is mainly due to an invoice of CHF 391 000 for a completed project, the payment of which has not yet been received.

## VII Provisions

Amounts in '000 CHF for	31.12.2015	31.12.2014
Provisions for flexitime and annual leave	1 105	1 143
<b>Total Provisions</b>	<b>1 105</b>	<b>1 143</b>

## 6.5 Explanations of income statement

### VIII Revenue from services and research projects

Amounts in '000 CHF for	2015	2014
Services rendered by Research & Development Division and third-party funding	1 030	853
Services rendered by Continuing Training Division	459	285
Services rendered by Basic Training Division	410	447
Services rendered by Centre for the Development of Occupations	831	729
Services rendered by Internal Services Division	3	110
Miscellaneous revenue from other services rendered	48	67
<b>Total Revenue from Services and Research Projects</b>	<b>2 781</b>	<b>2 491</b>

### IX Revenue from fees

Amounts in '000 CHF for	2015	2014
Fees charged by Basic Training Division	902	984
Fees charged by Continuing Training Division	1 919	2 093
Fees charged by Centre for the Development of Occupations	43	31
Miscellaneous revenue from fees	26	45
<b>Total Revenue from Fees</b>	<b>2 890</b>	<b>3 153</b>

## X Operating subsidies from the Confederation

Amounts in '000 CHF for	2015	2014
Operating subsidies for SFIVET activities	35 069	31 850
Operating subsidies for SFIVET premises	4 671	4 695
<b>Total Operating Subsidies from the Confederation</b>	<b>39 740</b>	<b>36 545</b>

Based on Art. 48 of the Federal Act of 13 December 2002 on Vocational and Professional Education and Training (Vocational and Professional Education and Training Act, VPETA, SR 412.10) and on Art. 29 para. 1 let. a of the SFIVET Ordinance of 14 September 2005 (SR 412.106.1), the Confederation provides operating subsidies to help pay for SFIVET activities as well as for SFIVET premises (rental costs).

The CHF 3 195 000 increase in total operating subsidies from the Confederation was due to the increased budget allocation approved in the Federal Council Dispatch for Education, Research and Innovation for 2013–2016. The lower operating subsidies in 2014 can be explained by the November 2014 reduction decided upon by the Confederation to prevent reserves from further increasing.

## XI Personnel costs

Amounts in '000 CHF for	2015	2014
Salaries and wages	24 167	23 048
External lecturers incl. expenses	5 571	5 448
Social insurance costs	5 621	5 560
Personnel expenses	742	593
Other personnel costs	404	393
<b>Total Personnel Costs</b>	<b>36 505</b>	<b>35 042</b>

Personnel costs rose during the reporting year. Nine new positions were filled, bringing the total number of FTE positions to 178. At the same time, individual salaries rose (normal pay increases). The increase in personnel was in relation to SFIVET's strategic development priorities.

## XII Property expenditure

Amounts in '000 CHF for	2015	2014
Rental incl. ancillary costs in Lausanne, Lugano and Zollikofen	4 137	4 088
Rental of other classroom space	408	567
Maintenance and cleaning of rented property	450	369
<b>Total Property Expenditure</b>	<b>4 995</b>	<b>5 024</b>



**XIII Administrative expenses**

Amounts in '000 CHF for	2015	2014
Telephone and data communication	281	342
Printed material and publications	280	318
Furniture, office supplies and equipment	356	222
Postage	72	81
Other administrative expenses	102	89
Cost of copying	206	207
<b>Total Administrative Expenses</b>	<b>1 297</b>	<b>1 259</b>

**XIV IT costs**

Amounts in '000 CHF for	2015	2014
Computer hardware	644	462
Leasing	292	216
Computer software, licences and hosting	350	213
Services and projects	546	309
<b>Total IT Costs</b>	<b>1 832</b>	<b>1 200</b>

**XV Financial result**

Amounts in '000 CHF for	2015	2014
Capital gain	3	1
Bank interest	0	0
<b>Total Financial Result</b>	<b>3</b>	<b>1</b>

## 6.6 General comments

Auditing fees in the reporting year amount to CHF 28 000 (previous year: CHF 28 000).

## XVI Leasing obligations

Operating leases relate exclusively to IT hardware.

Amounts in '000 CHF for	31.12.2015	31.12.2014
Leasing obligations up to 1 year	253	180
Leasing obligations from 1 to 5 years	563	84
Leasing obligations over 5 years	0	0
<b>Total Operative Leasing Obligations</b>	<b>816</b>	<b>264</b>
<b>Leasing Costs in Current Reporting Period</b>	<b>326</b>	<b>352</b>

## XVII Events after the balance sheet date

Since the balance sheet date, no events have occurred that would have an impact on the information presented in the financial statement for 2015.

Zollikofen, 18 February 2016



Dr. Philippe Gnaegi  
Chairman of SFIVET Board



Gabriel Flück  
Head of Services



PUBLICATIONS



## Journals wit peer review

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