



CENTRE FOR THE DEVELOPMENT OF OCCUPATIONS

SERVICES FOR PROFESSIONAL EDUCATION

Preparing an application file to obtain federal recognition of a study programme at a professional education institution

Description

Issuance of a federally recognised qualification requires that the study programme at the given professional education institution be recognised by the State Secretariat for Education, Research and Innovation (SERI). An application file containing all relevant documents regarding the planned study programme must therefore be submitted to SERI for the corresponding recognition procedure. The gathering of these documents is based on criteria and indicators established by SERI.

Benefits

An application file must be submitted in order to obtain recognition of the study programme. A well-structured application file makes it easier for those responsible for the study programme to select the necessary documents. It also ensures greater transparency for assessors during the recognition procedure.

SFIVET services

SFIVET will advise those responsible for the study programme on how to structure the application file. In addition, SFIVET will provide initial guidance on which documents match SERI criteria and indicators.

Prerequisites

Plans must already be in place to launch the study programme, which will serve as the study programme of reference for the recognition procedure.
The structure and design of the study programme must already be formalised (e.g. in a core syllabus).
Some of the documents regarding the study programme must already be drafted.

Duration

The needs of those responsible for the study programme and corresponding timeframe will be determined beforehand.

Costs

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

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