

**CENTRE FOR THE DEVELOPMENT OF OCCUPATIONS****SERVICES FOR PROFESSIONAL EDUCATION****Preparatory courses or modules for federal professional examinations****Description**

If examination rules and guidelines have been drafted, the professional organization and/or provider of training will create preparatory courses or modules.

As a rule, preparatory courses are created in the following manner:

- Subject areas to be covered are determined on the basis of competence profile
- Methodical-didactic concept is prepared
- Duration and sequence of individual teaching blocks are decided
- Tests to monitor learning progress are developed

Preparatory modules are usually created in the following manner:

- Module descriptions are drafted
- Methodical-didactic concept is prepared
- Duration and sequence of individual modules are decided
- Competence certificates are developed

Benefits

Careful planning and development of preparatory courses or modules helps to ensure solid preparation for the examination.

Services provided by SFIVET

The SFIVET advises the professional organization or corresponding training providers on how to plan the development process. The approach used is based on the client's needs. The SFIVET proposes suitable methods for conducting meetings, moderates them, provides methodological and didactic inputs and recommends suitable instruments to ensure the quality of the results.

When providing advice and assistance, SFIVET ensures that the competence orientation set forth in the examination rules and guidelines is implemented in the corresponding preparatory course and modules. In addition, it actively encourages cooperation between the professional organization and training providers.

Prerequisites

The examination rules and guidelines are drafted.

The examination sponsor has already appointed a person to manage the project.

Duration

By arrangement

Costs

We will gladly prepare an offer that matches your needs.

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Centre for the Development of Occupations