

Ordinance issued by Federal Office for Professional Education and Technology

on VET programme leading to issuance of Federal VET Diploma in Commerce

of 26 September 2011

68500 VET programme leading to issuance of Federal VET Diploma in Commerce, basic programme
68600 VET programme leading to issuance of Federal VET Diploma in Commerce, advanced programme

The Federal Office for Professional Education and Technology (OPET),

On the basis of Art. 19 of the Federal Act of 13 December 2002 on Vocational and Professional Education and Training (VPETA)¹, Art. 12 of the Federal Ordinance of 19 November 2003 on Vocational and Professional Education and Training (VPETO)²

ordains:

Section 1: Object, Profiles and Duration

Art. 1 Job description and scholastic profile

¹ Holders of the Federal VET Diploma in Commerce are able to carry out the following activities and behave as follows:

- a. They adopt a service-minded approach to business processes.
- b. Their responsibilities include advising external and internal customers, doing administrative work and handling specific branch-related tasks.
- c. Drawing from shared competences, they shall emphasise different aspects depending on the branch, company strategy and personal aptitudes.
- d. They are customer-oriented, take personal initiative and are willing to pursue lifelong learning.

² There are two options for the VET programme leading to issuance of the Federal VET Diploma in Commerce:

- a. Basic programme (Profile B);
- b. Expanded programme (Profile E).

³ The host company and learner shall decide together which of the two options shall be pursued when drafting the apprenticeship contract. The corresponding profile shall then be indicated in the apprenticeship contract.

⁴ Learners who choose to pursue the expanded programme may attend preparatory classes for the Federal Vocational Baccalaureate alongside their apprenticeship.

Art. 2 Professional organisations responsible for training and examinations

The professional organisations responsible for training and examinations (Art. 46) shall be mentioned in the apprenticeship contract.

Art. 3 Entirely school-based VET programmes

The VET programme leading to issuance of the Federal VET Diploma in Commerce may be offered as an entirely school-based programme. In such cases, the provisions on dual-track VET programmes (Sections 2–8) shall apply; exceptions are covered in Section 9.

Art. 4 Duration and start

¹ The VET programme lasts three years.

² Holders of a Baccalaureate qualify for advanced placement in the VET programme leading to issuance of the Federal VET Diploma in Commerce, which enables them to complete their training in a shorter period of time. The provisions on dual-track VET programmes (Sections 2–8) shall apply; exceptions are covered in Section 10.

³ Holders of the Federal VET Certificate in Office Assistance may enter directly into the second year of the VET programme leading to issuance of the Federal VET Diploma in Commerce.

⁴ The VET programme shall begin on the first day of the school year of the corresponding VET school.

Section 2: Objectives and Requirements

Art. 5 Professional competences

The objectives and requirements of the VET programme are described in Art. 6-8 in the form of professional competences.

Art. 6 Technical competence

Technical competence includes knowledge and skills in the following areas:

¹ SR 412.10

² SR 412.101

- a. Branches and business operations;
- b. Mother tongue;
- c. Foreign language(s);
- d. Information, communication, administration (ICA);
- e. Business and society (B&S).

Art. 7 Methodological competence

Methodological competence includes knowledge and skills in the following areas:

- a. Efficient and systematic work;
- b. Network thinking and action;
- c. Successful advisory and negotiating skills;
- d. Effective presentation skills.

Art. 8 Social and personal competence

Social and personal competence includes knowledge and skills in the following areas:

- a. Willingness to perform;
- b. Communication skills;
- c. Team skills;
- d. Polite behaviour;
- e. Learning skills;
- f. Environmental awareness.

Section 3: Occupational Health and Safety and Environmental Protection**Art. 9**

- 1 At the start of training and continuously thereafter, learners shall receive instructions and recommendations on occupational health and safety as well as environmental protection.
- 2 These instructions and recommendations shall be provided at all learning locations and considered in qualification procedures.

Section 4: Allocation of Training Content to Learning Locations; Language of Instruction**Art. 10 Allocation of training content to learning locations**

- 1 For the entire duration of the VET programme, learners shall work at the host company for an average of 3 or 4 days per week.
- 2 Mandatory classroom instruction covers 1,800 lessons. Of these, 200 lessons shall be devoted to physical education.
- 3 Industry courses cover a total of at least 8 and no more than 16 eight-hour days.
- 4 No more industry courses are given in the last semester of the VET programme once the qualification procedure begins.
- 5 As a rule, no industry courses are scheduled at the same time as classroom instruction at the VET school.

Art. 11 Language of instruction

- 1 The language of instruction is generally the standard form of the national language of the linguistic region where the VET school is located.
- 2 It is recommended that lessons be given in both the language of the linguistic region where the VET school is located and another national language of Switzerland or English.
- 3 The cantons may decide to authorise other languages of instruction.

Section 5: Training Plan; LCS instruction**Art. 12 Training plan**

- 1 Once this Ordinance goes into effect, the corresponding training plan developed by the professional organisation and approved by OPET shall apply.
- 2 The training plan presents professional competences under Art. 6–8 as follows:
 - a. It justifies their relevance in the VET programme.
 - b. It specifies the behaviour that is expected in specific action situations at the workplace.
 - c. It breaks professional competences down into specific performance objectives.
 - d. It consistently refers to professional competences in qualification procedures and describes the corresponding system.
- 3 The training plan also establishes the following:
 - a. Curricular structure of the VET programme;
 - b. The framework and structure of industry courses;
 - c. Instructions and recommendations on occupational health and safety as well as environmental protection.
- 4 Within recognised professional organisations in commerce, various operational groups with specific performance objectives may be established.
- 5 Performance objectives linked to electives may be included in the training plan.
- 6 A list of documents to implement the VET programme shall be included in annex to the training plan. This list shall mention the title and date of the documents as well as where they may be obtained.

Art. 13 LCS instruction

1 OPET Ordinance of 27 April 2006³ on Minimum Requirements for Instruction in Language, Communication and Society in VET Programmes shall apply.

2 LCS instruction shall take into account the specific job description of commercial employees as well as their occupational needs and experiences; the content of LCS instruction shall be established in the training plan accordingly.

3 LCS instruction shall cover the following:

- a. Mother tongue;
- b. Foreign language(s);
- c. Information, communication, administration (ICA);
- d. Business and society (B&S).

Section 6: Requirements for VET trainers at host companies**Art. 14** Minimum technical requirements for VET trainers

In keeping with Art. 44 para. 1 let. a and b VPETO, VET trainers must meet one of the following minimum technical requirements:

- a. Hold a Federal VET Diploma in Commerce and have two years of practical experience;
- b. Have learnt the occupation of commercial employee upon completion of basic or extended training and have at least 2 years of work experience in the field in which they shall be training others;
- c. Hold a Federal VET Diploma for a similar occupation enabling the acquisition of knowledge relating to the field of commerce and have at least 3 years of work experience in the field in which they shall be training others;
- d. Hold a PET qualification in a related field;
- e. Hold a qualification issued by a university of applied sciences for a degree programme and have at least two-years of work experience in the field in which they shall be training others;
- f. Hold a qualification issued by a traditional university for a degree programme and have at least two-years of work experience in the field in which they shall be training others.

Art. 15 Maximum number of learners

1 A learner may undergo work-based training in a host company if:

- a. a correspondingly qualified VET trainer is employed full-time; or
- b. two correspondingly qualified VET trainers are employed with a workweek percentage of at least 60% FTE.

2 Once a learner has entered the final year of a VET programme, an additional learner may begin his/her work-based training.

3 With each new VET trainer hired full-time or combination of two VET trainers hired to work at least 60% FTE, one more learner may undergo work-based training at the host company.

4 Eligible VET trainers are those who hold a Federal VET Diploma, a Federal PET Diploma or similar qualification in the field in which the learner is to undergo training.

5 In special cases, the cantonal authorities may authorise a host company to exceed the maximum threshold in the number of learners if the host company has had outstanding success in training learners for several years.

Section 7: Training and performance records; changes in scholastic profile**Art. 16** Training logbook for work-based training at the host company

1 Learners must maintain a training logbook, in which they enter all of the main tasks that they have performed, the specific skills that they have gained as well as their experiences at the host company.

2 The VET trainer shall then discuss this logbook at regular intervals with the learner, and at least once each semester.

3 Once each semester, the VET trainer shall take stock of the learner's working and learning situation. This information shall then be discussed with the learner and submitted to the learner's legal guardian for signature. Individual feedback is intended to show the learner what he/she has accomplished, where there is room for improvement and where greater learning efforts must be made.

4 When monitoring the learner's working and learning situation, the VET trainer shall assess the learner's performance and behaviour on the basis of pre-established criteria over a pre-established period of time. The working and learning situation shall be graded and included by virtue of Art. 22 para. 3 in the calculation of the average performance grade given for the work-based training portion of the VET programme.

5 In the host company, business processes can be broken down into process modules. The various process module show learners that they are able to recognise, understand and document business processes. Each process module is comprised of technical competences as well as a selection of methodological, social and personal competences. VET trainers are responsible for organising the various process modules. Process modules and their assessment may take place in conjunction with industry courses. The training plan established the number of process modules to be included in the programme. Each process module shall be graded; Grades shall be included by virtue of Art. 22 para. 3 in the calculation of the average performance grade given for the work-based training portion of the VET programme.

6 Instructions and instruments for working and learning situations as well as for process modules shall be issued by recognised professional organisations in the field of commerce.

³ SR 412.101.241

Art. 17 Performance records for classroom instruction at VET school

- 1 VET schools shall document learner performance in the various subjects taught and shall issue a grades certificate to learners at the end of each semester.
- 2 If learner performance is outstanding, then the VET school shall recommend that contracting parties:
 - a. learners enrolled in Profile B: change from Profile B to Profile E;
 - b. learners enrolled in Profile E: attendance of preparatory classes for the Federal Vocational Baccalaureate Examination during the classroom instruction portion of the VET programme.
- 3 For Profile E graduates, the VET school shall decide at the end of the 1st, 2nd and 3rd semester whether the learner, on the basis of his/her grades certificate, should continue on to the next semester.
- 4 Continuation to subsequent semesters within Profile E shall take place on the basis of grades obtained in the following subjects: Mother tongue (weighting 1/6), First foreign language (weighting 1/6), Second foreign language (weighting 1/6), Information, communication, administration (weighting 1/6) and Business and society (weighting 2/6).
- 5 Training within Profile E shall continue when:
 - a. the average grade rounded to the nearest decimal point is at least 4.0, and
 - b. the sum of the weighted negative deviations from the 4.0 grade do not exceed 1.0 grade point.
- 6 If the learner fails to meet the requirements for continuation of training at the end of the first or second semester, then the first time he/she shall continue training to the next level within Profile E. If the learner fails to meet requirements a second time, then he/she shall continue training to the next level within Profile B.
- 7 Individual feedback on the provisional continuation of training is intended to show the learner what he/she has accomplished, where there is room for improvement and where greater learning efforts must be made in order to continue training. The VET school shall inform the host company regarding provisional continuation. The contracting parties shall then consider the following measures:
 - a. Attendance of a remedial course;
 - b. Immediate transfer to Profile B;
 - c. Repetition of previous two semesters;
 - d. Cancellation of apprenticeship contract.
- 8 The VET school shall inform the host company and corresponding cantonal authority of the change in profile.
- 9 If the learner fails to meet the requirements for continuation of training for the first time at the end of the third semester, then the contracting parties shall consider a transfer to Profile B or repetition of the second and third semesters.
- 10 The change in profile shall be noted in the apprenticeship contract, unless the apprenticeship contract provides otherwise. The corresponding cantonal authority shall take the necessary steps.

Art. 18 Performance records for industry courses

- 1 The professional organisations responsible for industry courses may document learner performance in the form of competence records based on the information set forth in the training plan.
- 2 If the training plan provides for such competence records and a given course module within the industry course lasts at least 4 days, then a competence record can be graded. These grades shall be included by virtue of Art. 22 para. 3 in the calculation of the average performance grade given for the work-based training portion of the VET programme. The training plan shall establish the number of competence records to be completed.

Section 8: Qualification procedures**Art. 19** Admission

Candidates are admitted to qualification procedures if they have:

- a. completed the VET programme in accordance with the provisions set forth in this Ordinance;
- b. completed the VET programme in a VET school authorised by the canton to offer such programmes; or
- c. acquired the necessary competences outside the framework of a formal VET programme and:
 1. have acquired the necessary work experience under Art. 32 VPETO,
 2. at least two years of this experience is in the field of commerce as understood in the VET programme leading to the Federal VET Diploma in Commerce, and
 3. is able to demonstrate that he/she is ready to take the final examination (Art. 21).

Art. 20 Object of qualification procedures

- 1 Qualification procedures are intended to verify whether the professional competences set forth in Art. 6–8 have been acquired.
- 2 The competence areas shall be assessed towards the end of the VET programme.
- 3 An earlier examination may be held towards the end of the second year of training to test the following:
 - a. Foreign language skills in Profile E;
 - b. The competence area “Information, communication, administration” (ICA).

Art. 21 Scope and execution of qualification procedures with final examination

- 1 The following competence areas shall be tested in the work-based training portion of the qualification procedure conducted as part of the final examination:
 - a. Work experience – written: this examination is intended to determine whether the performance objectives of the host company and industry training centre have been reached (the examination lasts 120 minutes);

- b. Work experience – oral: this examination takes the form of a technical discussion or role playing; the aim is to determine whether the performance objectives of the host company and industry training centre have been reached (the examination lasts 30 minutes).
- 2 The following competence areas shall be tested in the classroom instruction portion of the qualification procedure conducted as part of the final examination:
- a. Profile B:
1. Mother tongue: this examination is comprised of a centralised portion (written, 90–120 minutes) and a decentralised portion (oral, 20 minutes);
 2. Foreign language: this examination is comprised of a centralised portion (written, 60–90 minutes) and a decentralised portion (oral, 20 minutes);
 3. Information, communication, administration (ICA): centralised portion (written, 150–180 minutes);
 4. Business and society (B&S): centralised portion (written, 150–180 minutes).
- b. Profile E:
1. Mother tongue: this examination is comprised of a centralised portion (written, 90–120 minutes) and a decentralised portion (oral, 20 minutes);
 2. First foreign language: this examination is comprised of a centralised portion (written, 60–90 minutes) and a decentralised portion (oral, 20 minutes);
 3. Second foreign language: this examination is comprised of a centralised portion (written, 60–90 minutes) and a decentralised portion (oral, 20 minutes);
 4. Information, communication, administration (ICA): centralised portion (written, 90–120 minutes);
 5. Business and society (B&S): centralised portion (written, 180–240 minutes).
- 3 At least two examiners shall assess performance in each competence area.
- 4 For the competence areas of foreign languages, international language certificates recognised by the Swiss committee for occupation development and quality in commerce may replace examinations.

Art. 22 Passing grade, calculation of grades, weighting of grades

- 1 The candidate passes the qualification procedure of the final examination if:
- a. work-based training portion:
1. the grade is equal to 4.0 or higher, and
 2. an unsatisfactory grade has not been given for more than one subject, and
 3. none of the grades for subjects falls below 3.0.
- b. classroom instruction portion:
1. the grade is equal to 4.0 or higher, and
 2. an unsatisfactory grade has not been given for more than two subjects, and
 3. the sum of the weighted negative deviations from the 4.0 grade do not exceed 2.0 grade points.
- 2 The grade given for the work-based portion is the average of the following grades rounded to the nearest decimal point and weighted as follows:
- a. Work experience – written (weighting 1/4);
 - b. Work experience – oral (weighting 1/4);
 - c. Average performance grade for the work-based training portion (weighting 1/2).
- 3 The average performance grade for the work-based training portion is the rounded whole or half integer derived from the average of eight grades; the aim is to determine whether the performance objectives of the host company and industry training centre have been reached. The eight grades are rounded to whole or half integers and are determined as follows:
- a. Working and learning situations: six assessments shall take place during the apprenticeship. For each year of the apprenticeship, two working and learning situations shall be tested; and
 - b. Two process modules; or
 - c. Two competence records from industry courses.
- 4 The grade given for the classroom instruction portion is the average of the following grades rounded to the nearest decimal point and weighted as follows:
- a. Profile B:
1. Mother tongue: the grade rounded to the nearest decimal point is comprised of both the examination score and the average performance grade, in equal proportions (weighting 1/7);
 2. Foreign language: the grade rounded to the nearest decimal point is comprised of both the examination score and the average performance grade, in equal proportions (weighting 1/7);
 3. Information, communication, administration I (ICA I): the grade rounded to the nearest whole or half integer corresponds to the examination score (weighting 1/7);
 4. Information, communication, administration II (ICA II): the grade rounded to the nearest whole or half integer corresponds to the average of the semester grades (weighting 1/7);
 5. Business and society I (B&S I): the grade rounded to the nearest whole or half integer corresponds to the examination score (weighting 1/7);
 6. Business and society II (B&S II): the grade rounded to the nearest whole or half integer corresponds to the average of the semester grades (weighting 1/7);
 7. Project work: the grade rounded to the nearest decimal point is comprised of the grades obtained for “Depth and expansion of knowledge” and “independent work”, in equal proportions (weighting 1/7):
 - Depth and expansion of knowledge: three modules shall be conducted during training; the average of the grades rounded to the nearest whole or half integer obtained in these modules shall determine the grade awarded for “Depth and expansion of knowledge”;

- Independent work: in the second half of training, the learner is required to perform work independently on a project that requires several professional competences; the learner may choose from a selection of possible topics; group work is also possible; the VET school decides whether an additional oral examination should be held; assessment of this work shall determine the grade awarded for “independent work”.
- b. Profile E:
1. Mother tongue: the grade rounded to the nearest decimal point is comprised of both the examination score and the average performance grade, in equal proportions (weighting 1/8);
 2. First foreign language: the grade rounded to the nearest decimal point is comprised of both the examination score and the average performance grade, in equal proportions (weighting 1/8);
 3. Second foreign language: the grade rounded to the nearest decimal point is comprised of both the examination score and the average performance grade, in equal proportions (weighting 1/8);
 4. Information, communication, administration (ICA): the grade rounded to the nearest decimal point is comprised of both the examination score and the average performance grade, in equal proportions (weighting 1/8);
 5. Business and society I (B&S I): the grade rounded to the nearest whole or half integer corresponds to the examination score (weighting 2/8);
 6. Business and society II (B&S II): the grade rounded to the nearest whole or half integer corresponds to the average of the semester grades (weighting 1/8);
 7. Project work: the grade rounded to the nearest decimal point is comprised of the grades obtained for “Depth and expansion of knowledge” and “independent work”, in equal proportions (weighting 1/8):
 - Depth and expansion of knowledge: three modules shall be conducted during training; the average of the grades rounded to the nearest whole or half integer obtained in these modules shall determine the grade awarded for “Depth and expansion of knowledge”;
 - Independent work: in the second half of training, the learner is required to perform work independently on a project that requires several professional competences; the learner may choose from a selection of possible topics; group work is also possible; the VET school decides whether an additional oral examination should be held; assessment of this work shall determine the grade awarded for “independent work”.
- 5 The average performance grades for the classroom instruction portion of the VET programme shall correspond to the average of all semester grades rounded to the nearest whole or half integer obtained for the corresponding subject in the corresponding profile. If the learner transfers from Profile E with preparatory classes for the Federal Vocational Baccalaureate to Profile E without preparatory classes for the Federal Vocational Baccalaureate, only the new average performance grades for the subjects mentioned in Art. 44 para. 2 shall apply.

Art. 23 Repetition

- 1 Repetition of qualification procedures is subject to Art. 33 VPETO. If an individual competence area needs to be re-tested, then it shall be re-tested in its entirety.
- 2 If the final examination is repeated without any prior additional work-based training, then the previous average performance grade shall be retained. If the learner undergoes additional work-based training for at least two semesters, then only the new grades shall apply. The new average performance grade shall be comprised of the following:
 - a. Grades obtained for two working and learning situations, and
 - b. Grade obtained for a process module or on a competence record for an industry course.
- 3 If the final examination is repeated without any additional attendance of classes at the VET school, then the previous average performance grades and grades awarded for the project work shall be retained. If the learner attends classes at the VET school for at least two semesters, then only the new average performance grades shall apply; if the grade obtained for project work is unsatisfactory, then the failed module "Depth and expansion of knowledge" or "Independent work" must be repeated.

Art. 24 Special cases

- 1 If a learner has undergone training outside of a formal VET programme and takes the final examination under the terms of this ordinance, then the average performance grades and grade for project work shall not apply.
- 2 The grade awarded for the work-based training portion of the VET programme is the average grade rounded to the nearest decimal point for the following examinations:
 - a. Work experience – written;
 - b. Work experience – oral.
- 3 The grade awarded for the classroom instruction portion of the VET programme is the average grade rounded to the nearest decimal point, with the following weighting:
 - a. Profile B:
 1. Mother tongue (weighting 1/6);
 2. Foreign language (weighting 1/6);
 3. Information, communication, administration (weighting 2/6);
 4. Business and society (weighting 2/6);
 - b. Profile E:
 1. Mother tongue (weighting 1/6);
 2. First foreign language (weighting 1/6);
 3. Second foreign language (weighting 1/6);
 4. Information, communication, administration (weighting 1/6);
 5. Business and society (weighting 2/6).

Section 9: Entirely school-based VET programmes

Art. 25 Basic principles

- 1 Entirely school-based VET programmes are available for both Profile B and Profile E.
- 2 The corresponding cantonal authority decides whether to recognise entirely school-based VET programmes.
- 3 Justified departures from training models set forth in Art. 28 must be discussed with the corresponding professional organisation.

Art. 26 Duration

If learners undergo training in an entirely school-based VET programme, the duration of training may be four years if the learner also attends preparatory classes for the Federal Vocational Baccalaureate Examination.

Art. 27 Content

- 1 Entirely school-based VET programme includes work-based training and classroom instruction.
- 2 Work-based training:
 - a. Short-term traineeships;
 - b. Integrated practical assignments;
 - c. Problem-solving lessons;
 - d. Industry courses.
- 3 Classroom instruction combines lessons on theory with problem-solving lessons.
- 4 Classroom instruction may also include LCS instruction.
- 5 Other types of lessons shall be determined in the training plan.

Art. 28 Training models

- 1 There are two training models used with entirely school-based VET programmes:
 - a. Concentrated model;
 - b. Integrated model.
- 2 Work-based training is provided in one of two ways:
 - a. Concentrated model: long-term traineeship at host company combined with continuous practical lessons and problem-solving lessons at the VET school as well as industry courses.
 - b. Integrated model: short-term traineeships at host companies combined with practical lessons and problem-solving lessons at the VET school.

Art. 29 Allocation of training content to learning locations

- 1 Work-based training includes the following:
 - a. Concentrated model:
 1. Long-term traineeship lasting 12 months; if learners are expected to attend classes at the VET school during the long-term traineeship, the 12-month duration of the traineeship may be extended as needed,
 2. Classroom instruction comprising at least 640 lessons at the VET school,
 3. Industry courses of at least 4 to 8 eight-hour days.
 - b. Integrated model:
 1. Work-based training comprising at least 1,220 lessons,
 2. Short-term traineeship lasting 4 weeks or 115 additional practical lessons.
- 2 Classroom instruction includes the following:
 - a. Concentrated model: at least 2,440 lessons in the two-year VET programme and at least 3,840 lessons in the three-year VET programme.
 - b. Integrated model: at least 3,840 lessons in the three-year VET programme and at least 4,880 lessons in the four-year VET programme.

Art. 30 Training plan

- 1 The training plan establishes the competences under Art. 6–8 to be acquired in the entirely school-based VET programme as well as the corresponding performance objectives.
- 2 The professional organisations shall establish performance objectives for the long-term traineeship and industry courses under the concentrated model, as long as they are involved in the development of the entirely school-based VET programme.
- 3 The training plan establishes the tasks relating to the entirely school-based VET programme that the VET school may delegate to third parties.

Art. 31 Training and performance records

The training and performance records shall be based on Art. 16–18 as well as the implementing provisions established by the committee under Art. 45 para. 4 let. e.

Art. 32 Change in profile

- 1 Changes in profile may be made in accordance with Art. 17 para. 3–8.
- 2 A change in profile may only be considered if the VET school offers both Profile B and E for the entirely school-based VET programme.

Art. 33 Long-term traineeships

- 1 VET schools offering entirely school-based VET programmes prepare learners for the long-term traineeship and provide learners with guidance during the traineeship.
- 2 The scheduling of the long-term traineeship within the VET programme shall be decided in the training plan.
- 3 The requirements of host companies are set forth in Section 6.

Art. 34 Qualification procedure

- 1 The following competence areas shall be tested in the work-based training portion of the qualification procedure conducted as part of the final examination:
 - a. Work experience – written: this examination is intended to determine whether the performance objectives of work-based training have been reached (the examination lasts 120 minutes);
 - b. Work experience – oral: this examination takes the form of a technical discussion or role playing; the aim is to determine whether the performance objectives of the long-term traineeship and industry courses (for the concentrated model) or the performance objectives of the work-based training (integrated model) have been reached (the examination lasts 30 minutes).
- 2 With the concentrated model, the qualification procedure to test competences for the classroom instruction portion of the VET programme shall be limited to assessment of the independent work towards the end of the VET programme; the competence area "Information, communication, administration" (ICA) may be tested as a pre-determined examination at the end of the second semester. The conditions for this shall be set forth in the training plan.

Art. 35 Calculation of grades

- 1 The average performance grade for the work-based training portion (Art. 22 para. 2 let. c) is the average performance grade obtained for work-based training. The average performance grade is the average of four grades rounded to the nearest whole or half integer. The four grades are each rounded to the nearest whole or half integer for the following:
 - a. two working and learning situations; and
 - b. one process module or competence record for an industry course; and
 - c. one competence record for practical lessons.
- 2 The grade awarded for independent work is subject to Art. 22 para. 4.

Art. 36 Quality assurance

The corresponding cantonal authority shall supervise providers of entirely school-based VET programmes, focussing in particular on the quality of work-based training, based on a corresponding quality assurance concept.

Section 10: Basic training for Baccalaureate holders

Art. 37 Recognition

- 1 The corresponding cantonal authority decides whether to recognise VET programmes where advanced placement is given to Baccalaureate holders.
- 2 VET programmes offered by recognised professional organisations may be recognised as formal programmes.

Art. 38 Content

The VET programme includes:

- a. Work-based training in a host company;
- b. Classroom instruction at a VET school;
- c. Industry courses.

Art. 39 Duration, start and profile

- 1 Work-based training lasts for at least 18 months. It shall take place in a host company.
- 2 Classroom instruction lasts for no more than 2 semesters.
- 3 Work-based training may begin before commencement of the school year at the corresponding VET school.
- 4 Baccalaureate holders shall be enrolled only in the expanded programme (Profile E).

Art. 40 Allocation of training content to learning locations

- 1 Classroom instruction covers the following subjects:
 - a. Information, communication, administration (ICA): 80 lessons.
 - b. Business and society (B&S): Baccalaureate holders who did not specialise in economics and law shall attend 240 lessons; Baccalaureate holders who specialised in economics and law shall be dispensed from having to attend lessons and having to take the examination for Business and society.
- 2 Industry courses cover a total of at least 4 and no more than 8 eight-hour days.

Art. 41 Qualification procedure

The qualification procedure shall test the following competence areas covered in the classroom instruction portion of the VET programme:

- a. Information, communication, administration (ICA): centralised examination (written, 90–120 minutes);
- b. Business and society (B&S): centralised examination (written, 180–240 minutes).

Art. 42 Passing grade, calculation of grades, weighting of grades

- 1 The candidate passes the qualification procedure if:

- a. work-based training portion:
 1. the grade is equal to 4.0 or higher, and
 2. an unsatisfactory grade has not been given for more than one subject, and
 3. none of the grades for subjects covered in the work-based training portion falls below 3.0.
 - b. classroom instruction portion, the grade is equal to 4.0 or higher.
- 2 The average performance grade for the work-based training portion is the average of four grades rounded to the nearest whole or half integer; the aim is to determine whether the performance objectives of the host company and industry training centre have been met. The training plan establishes the manner in which the average performance grade is calculated.
- 3 The grade for the classroom instruction portion is the average of the following grades rounded to the nearest decimal point, with the following weighting:
- a. Information, communication, administration (ICA): the grade rounded to the nearest decimal point is comprised of both the examination score and the average performance grade, in equal proportions (weighting 1/3);
 - b. Business and society (B&S): the grade rounded to the nearest decimal point is comprised of the examination score, worth 2/3, and the average performance grade for the subject, worth 1/3 (weighting 2/3).

Section 11: Qualifications and Titles

Art. 43 Title and grades certificate

- 1 Candidates who pass a qualification procedure shall receive the Federal VET Diploma.
- 2 The Federal VET Diploma entitles the holder to use the legally protected titles "Commercial Employee, Federal VET Diploma" or "Federal VET Diploma in Commerce".
- 3 If the candidate obtains the Federal VET Diploma through a qualification procedure that is part of a final examination, the grades certificate shall include the following information:
 - a. The grade obtained for the work-based training portion of the VET programme and the grades obtained for the competence areas of the work-based training portion as well as the average performance grade, subject to Art. 24 para. 1;
 - b. The grade obtained for the classroom instruction portion of the VET programme, the grades obtained for the subjects taught during the classroom instruction portion of the VET programme and the grade obtained for the project work, subject to Art. 24 para. 1;
 - c. Scholastic profile;
 - d. The professional organisations;
 - e. The grades obtained for additional subjects under Art. 27 para. 4.

Art. 44 Grades certificate for holders of the Federal Vocational Baccalaureate

- 1 Separate grades certificates shall be issued for the Federal Vocational Baccalaureate and the Federal VET Diploma.
- 2 In order to take the Federal Vocational Baccalaureate Examination, candidates must first obtain passing scores for the subjects taught for the Federal VET Diploma as well as the subjects covered in preparatory classes for the Federal Vocational Baccalaureate:
 - a. Mother tongue: first national language (replaces Art. 22 para. 4 let. b, no. 1);
 - b. First foreign language: second national language (replaces Art. 22 para. 4 let. b, no. 2);
 - c. Second foreign language: third language (replaces Art. 22 para. 4 let. b, no. 3);
 - d. Business and society I (B&S I): the average examination scores rounded to the nearest decimal point for "Finance and accounting" and "Economics, business, law" (replaces Art. 22 para. 4 let. b, no. 5);
 - e. Business and society II (B&S II): the average performance grade rounded to the nearest decimal point for "Finance and accounting" and "Economics, business, law" (replaces Art. 22 para. 4 let. b, no. 6);
- 3 For independent work, issuance of the Federal VET Diploma shall be based on the grades awarded for the interdisciplinary project work in accordance with the Core Curriculum for Preparatory Classes for the Federal Vocational Baccalaureate Examination for VET Programmes in Commerce (replaces Art. 22 para. 4 let. b, no. 7).
- 4 The grades certificate for the Federal VET Diploma shall include mention of the grades obtained by learners in preparatory classes for the Federal Vocational Baccalaureate Examination or final examination.
- 5 Candidates who meet the requirements for issuance of both the Federal VET Diploma and the Federal Vocational Baccalaureate may be admitted to the qualification procedure for the final examination as well as the Federal Vocational Baccalaureate Examination or may repeat only the qualification procedure for the final examination.

Section 12: Swiss Committee for Occupation Development and Quality for the VET Programme Leading to Issuance of Federal VET Diploma in Commerce

Art. 45 Composition

- 1 The Swiss Committee for Occupation Development and Quality for the VET Programme Leading to Issuance of Federal VET Diploma in Commerce:
 - a. 8–12 representatives of the Swiss Conference of Commercial Training and Examination Branches (SKKAB);
 - b. 1 representative of the Swiss Conference of Commercial Schools (SKKBS);
 - c. 1 representative of the Swiss Conference of Rectors of Commercial Schools (KSHR);
 - d. 1 representative of the Swiss Commercial Schools Association (VSH);
 - e. 1 representative of the Swiss Commercial Employees Association (KV Schweiz);
 - f. 1–2 representatives of the Swiss Conference of VPET Offices (SBBK);
 - g. 1–2 VET teachers in commerce;
 - h. at least 1 representative of the Confederation.
- 2 The language regions must be adequately represented.

3 The committee shall establish itself.

4 It shall perform the following tasks:

- a. It shall continuously adapt the training plan under Art. 12 in response to economic, technological, environmental and pedagogical developments, but at least once every five years. During its review, it shall consider any new organisational aspects of the VET programme. Adjustments require the approval of representatives of the Confederation and the cantons as well as approval by OPET.
- b. It shall submit a request to OPET for this ordinance to be modified, provided that the observed developments affect the rules of this ordinance, particularly the professional competences listed in Art. 6–8.
- c. It shall draft a list of tasks and criteria for recognition of professional organisations and shall submit a request for recognition of the same to OPET.
- d. It shall recognise language certificates to replace examinations or portions of examinations.
- e. It shall draft general implementing provisions relating to learning documentation, working and learning situations, process modules, the qualification procedure and implementation of work-based training within entirely school-based VET programmes.
- f. It shall empower recognised professional organisations in commerce to establish long-term traineeships for the concentrated model in entirely school-based VET programmes.
- g. It shall clarify at the request of participating professional organisations that the learning progress made during long-term traineeship is fully or partly equivalent to the competence areas under Art. 34 para. 1.
- h. It shall issue implementing provisions relating to coordination of industry courses at industry training centres and classroom instruction at VET schools.

Art. 46 Recognised professional organisations in commerce

- 1 OPET shall recognise professional organisations in commerce after consulting the Swiss Committee for Occupation Development and Quality for the VET Programme Leading to Issuance of Federal VET Diploma in Commerce and the cantons.
- 2 Recognised professional organisations in commerce shall act as the sponsors of industry courses. They shall be responsible for imparting branch-specific knowledge and shall test this knowledge in the practical examination.
- 3 They shall decide how industry courses shall be structured.
- 4 They shall decide how the work-based training portion of the qualification procedure shall be structured.

Section 13: Final Provisions

Art. 47 Repeal of current legislation

The following shall be repealed:

- a. Regulation of 24 January 2003 on Training and Final Examination in Commerce – Basic and Expanded Programmes;
- b. Training objectives dated 24 January 2003 for the work-based training and classroom instruction portions of the VET programme in commerce – basic and expanded programmes;
- c. Examination aspects dated 24 January 2003 for the the VET programme in commerce – basic and expanded programmes;
- d. Guidelines dated 22 December 1983 on the minimum requirements for recognition of the final examination at Swiss commercial schools;
- e. Core Curriculum of 9 April 1981 for Commercial Schools;
- f. Guidelines dated 4 June 2004 on qualification procedures for adults;
- g. Guidelines dated 24 August 2006 on the structure of training and final examination offered by providers of entirely school-based VET programmes;
- h. Guidelines dated 26 November 2009 on the structure of VET programmes and qualification procedure at commercial schools.

Art. 48 Transitional provisions

- 1 Learners who began their VET programme in commerce prior to 1 January 2012 may complete this programme under the previous legislative framework. This provision shall only apply to learners who are enrolled in the VET programme at a commercial school.
- 2 Learners who began their VET programme in commerce at a commercial school prior to 1 January 2015 may complete this programme under the previous legislative framework. OPET Guidelines dated 26 November 2009 on the structure of VET programmes and qualification procedure at commercial schools shall be included ~~as~~ in the annex to this ordinance and shall remain in effect until 31 December 2014.
- 3 Learners who repeat their final examination in commerce prior to 31 December 2016 may asked to be assessed under the previous legislative framework. This provision shall only apply to learners who are enrolled in the VET programme at a commercial school.
- 4 Learners who completed their training at a commercial school and who repeat their final examination prior to 31 December 2020 shall be assessed under the previous legislative framework.
- 5 Professional organisations authorised prior to commencement of this ordinance shall remain authorised to implement the previous legislative framework until the end of 2016.

Art. 49 Recognition of previous qualifications

Individuals who obtained the title "certified commercial employee, basic programme", "certified commercial employee, expanded programme" shall be entitled to use the legally protected titles "Commercial Employee, Federal VET Diploma" or "Federal VET Diploma in Commerce".

Art. 50 Commencement

¹ This ordinance shall commence, subject to para. 2 and 3 on 1 January 2012.

² Section 10 and the provisions regarding the qualification procedure (Art. 19–24) shall commence on 1 January 2014.

³ The provisions on qualifications and titles (Art. 43–44) shall commence on 1 January 2015.

26 September 2011

Federal Office for Professional Education and Technology

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