# Schedule of apprenticeships

for VET trainers



Prerequisites

Recruitment

Planning an apprenticeship

Apprenticeship starts in August

Train and ensure quality

Qualification procedures

Departure/employment

VOCATIONAL EDUCATION.CH

## Prerequisites

### Attend course for VET trainers (40h)

The course certificate is valid for life and is recognised in all cantons.

### Apply for VET accreditation

You must apply to the VET office of the canton where the apprentices are trained.
vocationaleducation.ch/addresses

### Clearly define the role of the parties involved

Vocational education and training is a responsibility task. Plan resources and include the role of VET trainer in the job profile.

## Recruitment

### Create a requirements profile

Checklist Requirements profile

### Advertise the apprenticeship

approx. 6—12 months before apprenticeship start

At the VET office of the canton where the apprentices are trained
vocationaleducation.ch/addresses

### Review applications

Pre-selection process and conduct interviews

Checklist Pre-selection based on application documents
Checklist Interview

### Plan and carry out a pre-vocational traineeship

approx. 6—12 months before apprenticeship start

Checklist Planning the pre-vocational traineeship
Form Report of the pre-vocational traineeship for trainers
Form Pre-vocational traineeship diary

For an insight into the occupation and as a way to get to know each other before concluding a contract.

### Select apprentices

approx. 6—12 months before apprenticeship start

Checklist Selection process

### Clarify need for levelling out disadvantages

Information for applications to the VET office of the canton where the apprentices are trained vocationaleducation.ch/addresses

### Clarify FVB 1 attendance

If the company agrees to FVB 1 attendance, the apprentice must register.

### Complete and sign apprenticeship contract

at the earliest 12 months before the start of the apprenticeship

Apprenticeship contract form

### Submit apprenticeship contract

On paper or in the digital portal at the VET office of the canton where the apprentices are trained
vocationaleducation.ch/addresses

## Planning an apprenticeship

Training plan (SERI) is a binding basis.

### Draw up operational and individual planning

approx. 6—12 months before the start of the apprenticeship

Checklist Company training plan
Checklist Planning the basic in-company training
Template Individual training plan

### Communicate information on preparation/planning

approx. 3 months before the start of the apprenticeship

e.g. work clothes, teaching aids, branch course dates, booked holiday leave, payroll account, insurance

### Communicate information on the start of the apprenticeship

approx. 2—4 weeks before the start of the apprenticeship

Welcome email to apprentice

### Plan the start of an apprenticeship, prepare the workplace

approx. 2—4 weeks before the start of the apprenticeship

Define work for the first week

Checklist Preparation before the first day of work
Checklist First week of work



### Network partner commitment to fill apprenticeship vacancies

To ensure equal opportunities, apprenticeships are advertised at the earliest in August before the start of the apprenticeship and no apprenticeship contracts are approved before September.

*We abide by this rule.*

tbbk-ctfp.ch

*Glossary*

**BC**
*Branch course*

**FCVET**
*Federal Certificate of VET*

**FDVET**
*Federal Diploma of VET*

**FVB 1**
*Federal vocational baccalaureate during apprenticeship*

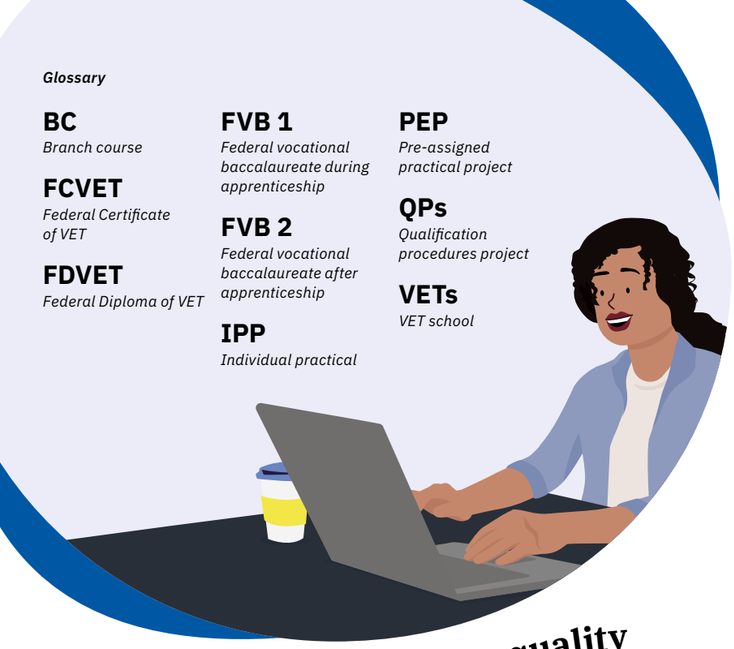
**FVB 2**
*Federal vocational baccalaureate after apprenticeship*

**IPP**
*Individual practical*

**PEP**
*Pre-assigned practical project*

**QPs**
*Qualification procedures project*

**VETs**
*VET school*



# Train and ensure quality

### Complete and discuss training report

At the end of each semester

Training report form

### Discuss semester planning

At the beginning of each semester

Clarify expectations, define objectives for company, branch course and VET school

In many occupations, the training logbook is approved by the OP.

### Review training logbook/ portfolio and give feedback

approx. once a month

Checklist Introduction to the training logbook

### Check quality

Once a year

QualiCarte

### Evaluate the apprentice's questionnaire

approx. 3—6 months after the start of the apprenticeship

QualiCarte Questionnaire for Apprentices

### Guide the apprentice/ active communication

e.g. introduce them to new tasks, impart knowledge, give feedback on completed tasks, involve the apprentice in decisions, delegate responsibility

### Check preparation for admission to FVB 2 and register

Clarify options and offers with the apprentice (cantonal differences)



# Apprenticeship starts in August

### Support during the first day at work

Presentations, introduction, first assignments

### Support during the first week of work

e.g. defining learning objectives for the first semester, explaining training logbook, point out company regulations, discuss important dates

### Conduct trial period appraisal

approx. 2 weeks before the end of the trial period

### Clarify need for remedial and optional courses

in the first semester or as required

Check the options offered by the VET school

# Qualification procedures

### 1 Clarify need for levelling out disadvantages for QPs

no later than September before QPs

(deadline may vary from canton to canton)

Submit an application to the VET office of the canton where the apprentices are trained vocationaleducation.ch/addresses

### 2 Register apprentice for QPs

approx. 10 months before QPs

(deadline may vary from canton to canton)

Not required in every canton

### 3 Help the apprentice prepare for the QPs

Start approx. 10 months before QPs

Help them learn, provide time and materials

### 4 Support with IPP/PEP

in the last semester

### Failed the QPs?

Contact the VET Office for registration. Repeat unsatisfactory positions (with/without extension of apprenticeship).

# Departure/employment

### Plan departure or employment

approx. 6 months before completion of apprenticeship

Checklist Leaving

### Draw up apprenticeship certificate and conduct final interview

approx. 1 month before completion of apprenticeship

Checklist Apprenticeship certificate/confirmation

Celebrating a successful conclusion



All documents can be found here

vocationaleducation.ch/ downloadcenter

# Topics to be considered during the entire apprenticeship

*The VET Office, professional organisations and specialist authorities offer support with questions and in specific situations.*

### Observe the legal basis

- Vocational Education and Training Act (VETA), Vocational Education and Training Ordinance (VETO)
- Employment Act (ArG), Swiss Code of Obligations (CO)
- VET Ordinance (VETO) and training plan for each occupation, including Appendix 2 (health protection and safety at the workplace)
- Data Protection Act (FADP)
- Youth Employment Protection Ordinance (EmpO 5)
- Disability Discrimination Act (DDA)
- Collective employment agreement (CEA)

*Laws can be accessed at fedlex.admin.ch.*

### Supporting the apprentice

- Levelling out disadvantages
- Case management for apprentices at risk of dropping out of VET programmes
- One-to-one coaching for FVC
- Remedial courses (e.g. for learning difficulties, dyslexia, dyscalculia)

### Handling absences

- Branch courses days
- Holidays
- Time off in lieu/Working hours lost
- Military service/civil protection/civilian service
- Pregnancy/maternity
- Illness/accident
- Youth leave
- Other paid leave (e.g. death, own wedding, moving house, etc.)

### Lead and motivate

- Conversation/communication techniques
- Give feedback
- Target agreements
- Learning with practical assignments
- Coach/mentoring
- Equality
- Support meetings/talent development

### Dealing with challenges

- Harassment
- Racism
- Addiction
- Depression and suicide
- Sexual harassment
- Violence
- Exam nerves
- Unsatisfactory performance
- Lack of motivation

*Lists are not exhaustive*

Before terminating an apprenticeship contract: involve the VET office of the canton where the apprentices are trained at an early stage

January 2026
SDBB | CSFO