



# Certificate supplement

## 1. Legally protected titles of the qualification (in the original languages german, french, italian)

Fotofachfrau/Fotofachmann EFZ Fachrichtung Fotografie - Spécialiste en photographie CFC  
Orientation Photographie - Specialista in fotografia AFC Indirizzo professionale fotografia

## 2. Translated title of the qualification

**Photo Retailer, Federal Diploma of Vocational Education and Training  
Specialism Photography**

## 3. Profile of skills and competences

Holders of this qualification work as photo shop employees in photo studios, photo laboratories and in sales. They are active in the three areas 'Photography', 'Customer Advice and Sales' and 'Photo Finishing', and specialise in the latter.

Photo Retailers with a 'Photo Finishing' specialism possess extensive knowledge in processing and outputting image data as well as in editing images. They are able to select the appropriate output device and operate it efficiently and with care. When creating and processing stills and moving images (pictures/videos), texts and graphics, they optimise these according to their intended use or the customer's requirements.

In addition, holders of this qualification are able to shoot stills and moving images, and can advise on and sell products and services. They communicate well, ensure customer satisfaction and take the company's interests into account. They are open to new ideas, are resourceful when resolving problems and can find creative and unconventional solutions. They are skilled in putting together product ranges and calculating prices, are familiar with legal regulations (e.g. data protection and copyright) and work discreetly. Holders of this qualification have an affinity for technology and know how to operate various devices (e.g. cameras, printers) and software (e.g. graphics programmes). They meet the numerous requirements set for employees in specialist photo shops thanks to their resilience, networked way of thinking and behaving, and their capacity to take responsibility

## 4. Range of occupations accessible to the holder of the qualification

Holders of this qualification work in various areas:

- while working in the photo studio, for instance, they are responsible for selecting the image storage medium, capturing image data and creating images;
- they process and output image data, use various recording devices (photo cameras, video cameras, scanners) to process stills and moving images (pictures/videos); they process text and graphics and ensure the data is secured and archived;
- in the photo shop, they make sales, advise customers and support product range design, price calculation and administrative work (e.g. checking orders, stock and output, writing business correspondence).

Holders of this qualification specialise in Photo Finishing, and therefore focus on all aspects of work related to the image itself.

## 5. Official basis of the qualification

### 5.1 Name and status of the body awarding the qualification (professional organisation)

imagingswiss - der Fotoverband, Esslingerstrasse 5, CH-8618 Oetwil am See,  
www.imagingswiss.ch, Phone: 043 833 02 05, Email: sekretariat@imagingswiss.ch

### 5.2 Name and status of the national authority responsible for issuing the qualification

State Secretariat for Education, Research and Innovation SERI, Einsteinstrasse 2, CH-3003 Bern  
www.seri.admin.ch

### 5.3 Level of the qualification (national or international)

<b>National Qualifications Framework for the VPET system:</b>	<b>Level 4</b>
<b>European Qualifications Framework:</b>	<b>Level 4</b>

#### 5.4 Grading scale/Pass requirements

6 = very good  
5 = good  
4 = satisfactory

3 = unsatisfactory  
2 = poor  
1 = unusable

Minimum passing grade: 4.

#### 5.5 Access to next level of education/training\* (optional)

Specialist in Photography, Federal Diploma of Higher Education; Specialist in Photography, Advanced Federal Diploma of Higher Education. Holders of the Federal Vocational Baccalaureate are entitled to enrol at a university of applied sciences without having to take an entrance examination.

\* The decision regarding admission always rests with the admitting institution.

#### 5.6 International agreements (optional)

#### 5.7 Legal basis of the qualification

- VET Ordinance dated 8 December 2004 (status 1 January 2013; occupation no.: 35213)

- Ordinance of 27 August 2014 on the National Qualifications Framework for Vocational and Professional Qualifications (SR 412.105.1)

### 6. Officially recognised ways of acquiring the qualification

Training for the Photo Retailer, Federal Diploma of Vocational Education and Training lasts 3 years. Training content is usually distributed across two different learning locations: classroom instruction at a vocational school and apprenticeship training at a host company. However, depending on the VET programme, learners will also attend branch courses at a branch training centre. Professional competences required for the given occupation are decided by the sponsor of the VET programme.

- Host companies provide learners with practical skills associated with the occupation. Learners usually work an average of 4 day(s) per week.

- Vocational schools provide classroom instruction in vocational subjects and subjects falling under the category of language, communication and society (LCS). Learners usually attend classes an average of 1 day(s) per week; total number of lessons: 1080.

- Branch training centres provide learners with additional skills that are intended to complement classroom instruction and apprenticeship training, total duration of branch courses: 8-12 days.

The qualification procedure and final examination includes the following:

- Practical project covering 14-20 hours
- (Written and/or verbal) testing of knowledge gained from vocational instruction covering 3-4 hours
- LCS

The calculation of the overall grade takes into account the grades obtained for individual areas of competence and the grades obtained from classroom instruction at the vocational school.

Other equivalent qualification procedures are possible.

### 7. Additional information

#### Issued by:

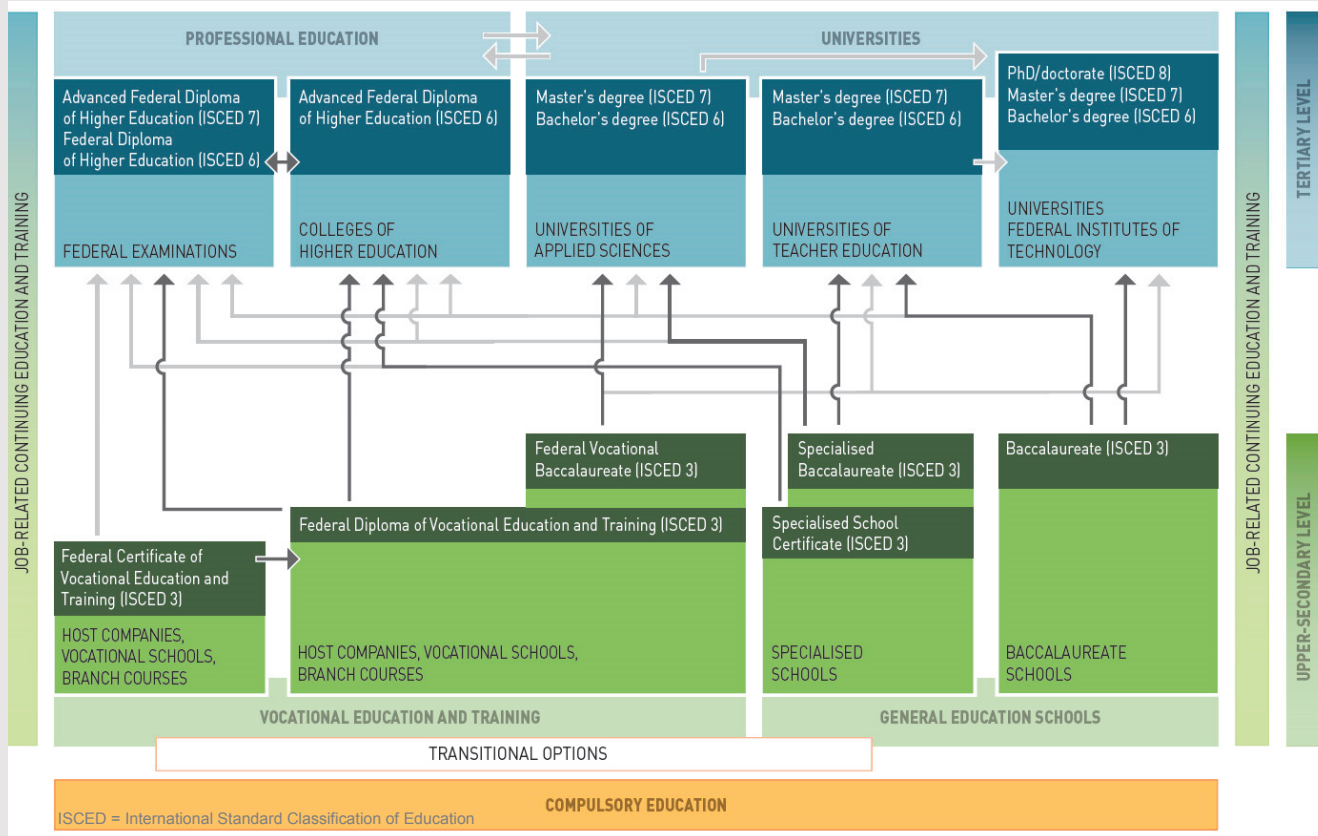
National reference point: State Secretariat for Education, Research and Innovation SERI, [www.seri.admin.ch](http://www.seri.admin.ch)



This certificate supplement draws its legal basis in Article 4 paragraph 1 of the Ordinance of 27 August 2014 on the National Qualifications Framework for Vocational and Professional Qualifications (NQF-VPQ-O, SR 412.105.1). This certificate supplement follows the model recommended by the European Parliament and Council (Decision No. 2241/2004/EC). The purpose of the certificate supplement is to provide sufficient data to improve the international transparency and fair professional recognition of qualifications (diplomas, certificates etc.). It describes the nature, level, context, content and type of training and education pursued

and successfully completed by the individual named on the original qualification to which this supplement is appended. The certificate supplement is free from value judgements, equivalence statements or recommendations on recognition.

## 8. Information on the national education system



### Swiss education system

There are two main pathways within the Swiss education system, both spanning upper-secondary and tertiary level: vocational/professional, on the one hand, and general education/university, on the other. While it is possible to switch between these two pathways at any time and at any level, though in some cases, additional requirements must be met. Generally speaking, the Swiss education system is highly permeable.

#### Upper-secondary level vocational education and training (VET)

Vocational education and training (VET) prepares young people to carry out a given occupational activity. In training, emphasis is placed on establishing systematic correlations between theory and practice. Learners acquire professional competences that enable them to execute work-related tasks and activities in a goal-oriented manner, at their own initiative and with a sufficient level of flexibility. Swiss VET programmes include language, communication and society (LCS) subjects, which provide young people with basic skills needed to orient themselves both in their personal lives and within society as well as to overcome personal and professional challenges.

Swiss dual-track VET programmes spread training content over three different learning locations: the vocational school, the host company and the branch training centre. Learners who obtain their vocational qualification are fully employable.

The Federal VET Diploma is the main school-leaving qualification for entry into tertiary level professional education. When combined with the optional Federal Vocational Baccalaureate, holders may enrol in tertiary-level higher education at any Swiss university of applied sciences.

#### Progression to tertiary-level professional education

The professional education sector includes preparatory courses for federal professional examinations as well as enrolment in federally recognised professional education programmes. Preparatory courses combine classroom instruction with the candidate's own work experience, thereby reflecting at tertiary level the same theory-practice approach to learning found in Swiss dual-track VET programmes. They also build from the competences gained from previous vocational education and training. And, like Swiss dual-track VET programmes, they focus on the acquisition of competences and are geared to the needs of the labour market. There are two federal professional examinations, the 'Professional Examination (PE)', awarding the Federal Diploma of Higher Education and the 'Higher Professional Examination (HPE)', awarding the Advanced Federal Diploma of Higher Education. Preparatory courses for the PE provide candidates with in-depth technical knowledge and skills and enable them to specialise. Preparatory courses for HPE build on the knowledge and skills gained from the PE. Professionals who pass the HPE are recognised as top-notch experts in their branch and may work in a managerial capacity in companies. Federally recognised professional education programmes at colleges of higher education prepare candidates for challenging technical and managerial tasks that tend to be broader in scope than what is covered in federal professional examinations. Colleges of Higher Education award Advanced Federal Diplomas of Higher Education.

#### Progression to universities via Federal Vocational Baccalaureate (FVB)

The preparatory course for the Federal Vocational Baccalaureate (FVB) examination complements the vocational training received for the Federal VET Diploma. The corresponding examination covers general education subjects and learners who pass the FVB examination may directly enrol in a Swiss university of applied sciences (UAS). If they wish, holders of the FVB may then attend a subsequent preparatory course for the University Aptitude Test (UAT). This latter examination serves as a bridge between the FVB and enrolment in Swiss tier-one universities, which include cantonal universities and Switzerland's two federal institutes of technology (the ETH in Zurich and the EPFL in Lausanne).

Additional information on certificate supplements can be found here: [www.supplementprof.ch](http://www.supplementprof.ch)