



# Diploma supplement

## 1. Information identifying the holder of the qualification

1.1 Family name(s)	Muster
1.2 First name(s)	Peter
1.3 Date of birth	01.01.2000
1.4 Student number	1234.5678.90

## 2. Information identifying the qualification

### 2.1 Name of qualification and awarded title

#### Advanced Federal Diploma of Higher Education in Tourism Management

Diplomierte Tourismusfachfrau HF / Diplomierter Tourismusfachmann HF  
Gestionnaire en tourisme diplômée ES / Gestionnaire en tourisme diplômé ES  
Specialista turistica dipl. SSS / Specialista turistico dipl. SSS

### 2.2 Main field(s) of study for the qualification

Tourism and management

### 2.3 Name of awarding institution

### 2.4 Name of institution administering qualification

### 2.5 Language(s) of instruction/examination

## 3. Information on the level of the qualification

### 3.1 Level of qualification

**National Qualifications Framework for Vocational and Professional Qualifications:** Level 6  
**European Qualifications Framework:** Level 6  
**Tertiary-level qualification (professional education)**

Comprised of eight reference levels, the National Qualifications Framework for Vocational and Professional Qualifications is a translation instrument. See point 8. Information on the national education system.

### 3.2 Length of programme

3 years full-time: 5,400 learning hours (for those who do not hold a relevant Federal VET Diploma)  
2 years full-time or 3 years part-time: 3,600 learning hours (for holders of a relevant Federal VET Diploma)



This diploma supplement is based on Article 4 paragraph 2 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 diploma supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES (Decision No. 2241/2004/EC). The purpose of the diploma supplement is to provide sufficient data to improve the international transparency and fair academic and professional recognition of qualifications (diplomas, degrees, 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 diploma supplement is free of value judgements, equivalence statements or recommendations on recognition.

### 3.3 Access requirements

For three-year study programme (5,400 learning hours, full-time): any upper-secondary level qualification.

Für two-year study programme (3,600 learning hours, part-time or full-time):

- Federal VET Diploma in a relevant field
- or upper-secondary level qualification plus at least one year of relevant work experience
- or upper-secondary level qualification plus relevant work experience during the period of education and training

## 4. Information on the contents and results gained

### 4.1 Mode of study

Structured studies

### 4.2 Qualification requirements

Holders of this qualification assume entrepreneurial responsibility in relevant projects in their role as a manager or leader.

Holders of this qualification develop, market and sell tourist packages. They handle implementation and subsequently evaluate the result. They give importance to environmental, economic and socially sustainable aspects of production and design. They know how to use digital and analog communication tools. A key part of their duties is working with national and international service providers. They work in at least two languages at a professional level.

### 4.3 Qualification details

Holders of this qualification are familiar with the following working processes:

- Creating offers: assessing the demand situation, creating offers, selection and purchasing, calculation of costs, publication and technology
- Marketing and sales: market analysis, marketing and sales strategy, marketing activities, distribution and sales activities, customer relationship management
- Implementation and evaluation of offers: Customer care, ensuring service delivery, emergency and crisis management, evaluation of offers
- Work with service providers: communication and cooperation, negotiations
- Project management and leadership: project management, administration and finances, managing employees and oneself, communication techniques, networking
- Ensuring and improving quality: quality control, customer and employee safety, ethical, sustainable and legal principles, problem solving

#### 4.4 Grading scheme, grade distribution guidance

The presence of the diploma confirms that the candidate has obtained the corresponding qualification.

#### 4.5 Overall classification

The presence of the diploma confirms that the candidate has obtained the corresponding qualification.

### 5. Information on the function of the qualification

#### 5.1 Access to further levels of training\*

Admission to courses at Swiss professional education institutions specifically intended for graduates of the study programme. Advanced placement in Bachelor programmes at Swiss universities of applied sciences. Admission to Bachelor's programmes is based on swissuniversities best practices and UAS rules.

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

#### 5.2 Professional status

Holders of this qualification are able to perform low- to middle-management tasks in medium- and large-sized national or international companies. In smaller companies, they also work as managing directors.

The training satisfies the requirements of Art. 11 d of EU Directive 2005/36/EC on the recognition of professional qualifications. This Directive applies to Switzerland under Annex III of the bilateral Agreement between the European Community and its Member States, of the one part, and the Swiss Confederation, of the other, on the free movement of persons.

### 6. Additional information

#### 6.1 Additional information

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#### 6.2 Additional information sources

Additional information: [www.seri.admin.ch](http://www.seri.admin.ch), [www.berufsberatung.ch](http://www.berufsberatung.ch) and

[www.stv-fst.ch](http://www.stv-fst.ch), [www.srv.ch](http://www.srv.ch), [www.vstm.ch](http://www.vstm.ch)

### 7. Certification of the supplement

This diploma supplement refers to the following original documents:

– Ordinance of 27 August 2014 on the National Qualifications Framework for Vocational and Professional Qualifications (NQF-VPQ-O, SR 412.105.1);

- EAER Ordinance of 11 September 2017 on the Minimum Requirements for the Recognition of Study Programmes and Continuing Education and Training at Professional Education Institutions (SR 412.101.61)

- Core Syllabus for Tourism, 11 August 2020

State Secretariat for Education, Research and Innovation SERI

The State Secretary

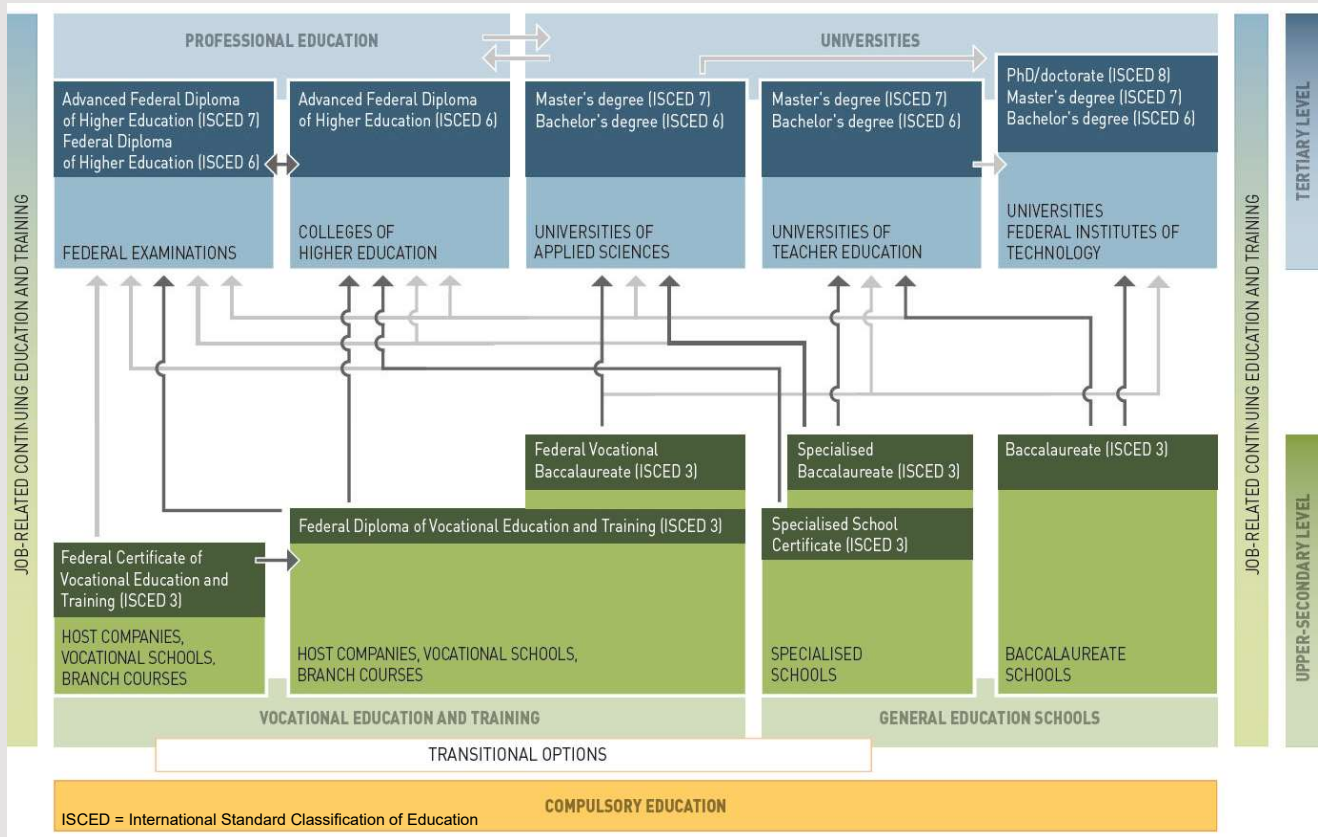


Martina Hirayama

Date of issue of diploma supplement:

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

## 8. Information on the national education system



### Tertiary-level professional education

In Switzerland, tertiary-level education is divided into two sectors: the professional education sector and the university sector. There are two main pathways to tertiary-level professional qualifications: preparation for a federal examination for the Federal Diploma of Higher Education or the Advanced Federal Diploma of Higher Education; and study at a college of higher education leading to issuance of an Advanced Federal Diploma of Higher Education. Access to the professional education sector is open to holders of upper-secondary level vocational qualifications who have gained several years of work experience.

Professional education is highly practical in nature and consistently geared to the needs of the labour market. Professional organisations establish training content and ensure the quality of training programmes and examinations. Applied learning is encouraged as it enables new expertise to be quickly implemented and ensures a rapid rate of innovation. Holders of tertiary-level professional qualifications are highly skilled professionals who are able to handle challenging tasks as well as managers taking on a high level of responsibility. Holders of professional qualifications often hold executive positions and manage their own company.

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

State-regulated vocational education and training (VET) is the standard pathway leading to tertiary-level professional education. The Swiss VET sector comprises two-year programmes for the Federal VET Certificate as well as three- and four-year programmes for the Federal VET Diploma. Swiss VET programmes consistently combine theory and practice and provide learners with the knowledge and skills needed to work in the chosen occupation with little need for outside supervision. In addition to technical expertise, learners acquire methodological, social and personal competences. Most Swiss VET programmes are of the dual-track variety, meaning that training content is distributed across two main learning locations (vocational schools, which handle classroom instruction, and host companies, which handle apprenticeship training) and in some cases also a third learning location (branch training centres, which provide learners with training content not already covered by the first two training locations). There are also VET programmes where learners undergo full-time training at a vocational school. In both cases, it is very common for holders of vocational qualifications to be hired directly after graduation. Once holders of vocational qualifications have gained extensive work experience, they may go on to pursue tertiary-level professional education.

### 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, in some cases, certain conditions apply. Generally speaking, the Swiss education system is highly permeable in this manner.

### National Qualifications Framework for Vocational and Professional Qualifications (NQF VPQ)

Comprised of eight reference levels, the National Qualifications Framework for Vocational and Professional Qualifications (NQF VPQ) is a translation instrument. By mapping these reference levels to those found in the EU's European Qualifications Framework for lifelong learning (EQF-LLL), it is possible to compare Swiss qualifications with those of other countries.

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