



Diploma supplement

1. Information identifying the holder of the qualification

1.1 Family name(s)	Muster
1.2 First name(s)	Max
1.3 Date of birth	01.01.1990
1.4 Student number	

2. Information identifying the qualification

2.1 Name of qualification and awarded title

Advanced Federal Diploma of Higher Education in Hospitality Management

Dipl. Hotelier(e)-Gastronom(in) HF

2.2 Main field(s) of study for the qualification

Company management, accommodation, gastronomy

2.3 Name of awarding institution

SHL Schweizerische Hotelfachschule Luzern

2.4 Name of institution administering qualification

SHL Schweizerische Hotelfachschule Luzern

2.5 Language(s) of instruction/examination

German

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

2.5 to 3 years full-time: 3,600 learning hours (for holders of corresponding Federal VET Diploma) or 5,400 learning hours (for holders of a different upper-secondary level qualification)



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

Completed training at upper-secondary level as well as at least two years of work experience in the hotel business and/or gastronomy before graduation.

4. Information on the contents and results gained

4.1 Mode of study

Structured studies

4.2 Qualification requirements

Holders of this qualification are able to run a small to medium-sized enterprise in the hotel, restaurant and catering sector. Based on their ability to take entrepreneurial and managerial responsibility for company activities, they are also suited for high-level executive positions in large national and international companies in the hotel, restaurant and catering sector. They know how to design and market appealing products and services in the hotel, restaurant and catering sector and design processes and service chains on the basis of economic and environmental principles. In addition, they know how to efficiently handle administrative tasks, quality management, sustainable resource management and controlling.

Holders of this qualification are highly customer-oriented and possess outstanding interpersonal skills. They are able to communicate in several languages with international guests whilst demonstrating an excellent awareness of cross-cultural issues.

4.3 Qualification details

Holders of this qualification are trained to work in the following areas:

Business management

- Corporate governance
- Business organisation
- Marketing
- Finance
- Human Resources

Rooms Division

- Rooms Division management
- Front Office
- Housekeeping

Gastronomy

- Catering management
- Restaurant management

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*

Postgraduate courses in hotel management at professional colleges and advanced placement in Bachelor's degree programmes at Swiss universities of applied sciences. The recommendations of swissuniversities regarding admission and the regulations of individual programmes are taken into account.

* The decision regarding admission rests with the admitting institution.

5.2 Professional status

Holders of this qualification are able to run a small- and medium-sized enterprise in the hotel, restaurant and catering sector. They are also qualified to hold high-level executive positions in large national and international companies in the hotel, restaurant and catering sector.

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

6.2 Additional information sources

Additional information: www.seri.admin.ch, www.berufsberatung.ch and

www.gastrosuisse.ch, www.hotelleriesuisse.ch, www.hotelgastrounion.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);

– Core syllabus for Advanced Federal Diploma of Higher Education in hospitality management, dated 10.03.2009

State Secretariat for Education, Research and Innovation SERI

The State Secretary

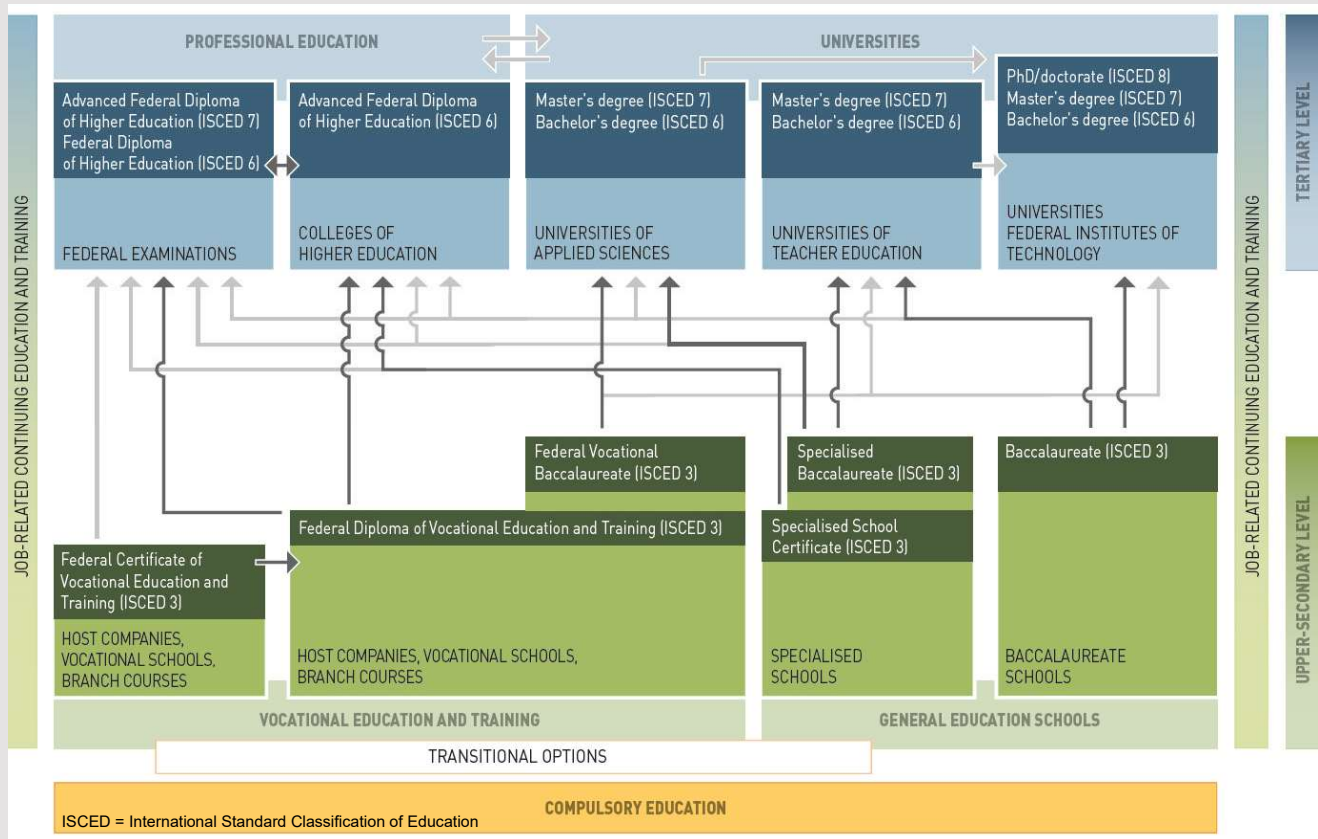


Martina Hirayama

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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