

## Application form for organisational membership of the SGfB for institutions with certified counselling courses

### Preliminary remarks

The diversity of SGfB certified training courses documents a wide range of training courses in the field of psychosocial counselling. As a result of the high standards that are required, SGfB ensures that the certified counselling courses feature comparable quality standards in spite of the diversity of approaches. The SGfB admission rules define coherent criteria for this purpose in order to do justice to the diversity of the various training concepts. In addition to the formal requirements, particular information is demanded about basic didactic and conceptual features with regard to competence orientation and its scrutiny as well as about the teaching staff of the specific training courses. Only then can an appropriate assessment of the fulfillment of the required quality standards be made.

In addition to the admission rules for categories of membership, the SGfB ethical principles and the Code of Ethics are to be observed. Subsequently, the specifically formulated approach to psychosocial counseling, which serves as a key concept, as well as the SGfB core competencies for counselling and the guidelines for applications for SGfB certified counseling courses are to be respected. All these documents can be downloaded from the SGfB website: <http://www.sgfb.ch>

We recommend institutions that wish to have a training course certified by SGfB first contact the Quality Committee. Contact information can likewise be found on the SGfB website <http://www.sgfb.ch>.

### Preparing an application dossier

The application form should be duly completed with the required documentation and be prepared as a dossier. Application form and the register for the application dossier can be downloaded as separate documents from the SGfB website.

Please, send the complete documentation in two copies as well as in electronic format (for instance as PDF-file) to the SGfB secretariat, Konradstrasse 6, 8005 Zürich.

### Procedures

The SGfB secretariat will formally examine the documentation. When an application dossier is found to be complete, it will be submitted to the Quality Committee for scrutiny. The final decision about SGfB membership with the certification of the counselling training course will be taken by the board. The processing of the application may lead to further enquiries. The duration of the process depends on the comprehensiveness and the quality of the documentation. The minimal duration of the process is four months. All persons charged with the handling of the application and the persons involved in the decision making are subject to professional secrecy. They are not allowed to provide any information about the contents of the dossier to third parties.

### Please note

The explanations of the single points included in the sections provide important instructions that are to be observed. Please, do not forget to include additionally required documents and other kinds of information in the application.

## 1. General Information

<b>Information about the institution</b>	
Name	
Street / number	
Postal code / location	
Telephone / telefax	
Webseite / E-mail	
Legal form <sup>1</sup>	
<b>Informations about persons</b>	<i>Management<sup>2</sup> / Director of studies<sup>3</sup></i>
Form of address / title / first name / last name <sup>2</sup>	
Street / number <sup>2</sup>	
Postal code / location <sup>2</sup>	
Telephone / mobile phone / fax <sup>2</sup>	T _____ M _____ F _____ v
E-mail <sup>2</sup>	
Form of address / title / first name / last name <sup>3</sup>	
Street / number <sup>3</sup>	
Postal code / location <sup>3</sup>	
Telephone / mobile phone / fax <sup>3</sup>	T _____ M _____ F _____ v
E-mail <sup>3</sup>	.....
<b>General information about the training course</b>	
Name of the course <sup>4</sup>	
Duration <sup>5</sup>	
Number of hours (min. 600) <sup>6</sup>	
Target audience <sup>7</sup>	
Admission requirements <sup>8</sup>	
Admission procedures <sup>9</sup> Training contract <sup>10</sup>	
Total costs <sup>11</sup>	
Premises <sup>12</sup>	
Contact with former students <sup>13</sup>	yes

Please note: the explanations to the numbers 1-13 can be found on page 5.

## Application fee

The application fee of CHF 800.-- has been paid into the SGfB account  
(Postal account: 85-151496-8 / IBAN: CH36 0900 0000 8515 1496 8) on \_\_\_\_\_ (date)

## Confirmation

I hereby certify the accuracy of the information provided in this application.

Date:

Signature of the person responsible for the training course

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With my signature, I confirm that I agree with the SGfB's data protection declaration regarding the use of my data (<https://www.sgfb.ch/en/data-protection>).

## Explanations

<p>Legal form <sup>1</sup></p>	<p><i>Natural and legal persons, such as a sole owner company, a Ltd (GmbH), a plc. (AG) should enclose::</i></p> <ul style="list-style-type: none"> <li>- Extract form trade register</li> <li>- The statutes</li> <li>- Rules of procedure</li> <li>- Extract from the criminal records (last 5 years)</li> <li>- Organizational chart (please attach on a separate form)</li> </ul>
<p>Management <sup>2</sup></p>	<p><i>Information about the institute's management:</i></p> <ul style="list-style-type: none"> <li>- Form of address / title / last name / first name</li> <li>- Address and contact data</li> </ul>
<p>- Name of the training course / diploma <sup>3</sup></p>	<p><i>Name of the course and the title of the diploma to be awarded</i></p>
<p>- Duration <sup>4</sup></p>	<p><i>The counselling course should be spread over at least three years.</i></p>
<p>- Number of lessons <sup>5</sup></p>	<p><i>SGfB-certified courses must comprise at least 600 lessons of 45 minutes / 450 lessons of 60 minutes. This does not include absences. For example, if a collective member wishes to tolerate 20% absences, the course must comprise at least 720 lessons of 45 minutes / 540 hours of 60 minutes each, with a maximum of 30% of the training hours (= 200 lessons / 150 hours) taking place in an online setting.</i></p> <p><i>Self-study:</i></p> <p><i>A maximum of 10% of the course (60 lessons / 45 hours) may be self-study.</i></p>
<p>- Target audience <sup>6</sup></p>	<p><i>Who is the course aimed at?</i></p>
<p>- Admission <sup>7</sup></p>	<p><i>What are the admission rules?</i></p>
<p>- Admission procedures <sup>8</sup></p>	<p><i>What are the admission procedures?</i></p>
<p>- Training contract <sup>9</sup></p>	<p><i>Please, enclose on a separate form.</i></p>
<p>- Total costs <sup>10</sup></p>	<p><i>Information about training and additional costs (course fees, study materials, supervision, advice, approx. costs of food and lodging)</i></p>
<p>- Premises <sup>11</sup></p>	<p><i>Information about the premises at which the course takes place.</i></p>
<p>- Contact with former students <sup>12</sup></p>	<p><i>Are contacts with former students maintained? If so, please indicate how.</i></p>



## 2. Conception of man and ethics

### 2.1 Conception of a man

*Describe your conception of man and the other basic concepts as well as your basic underlying approaches. Complete these with the relevant documentation.*

### 2.2 Ethics

*Give a brief description of your ethical principles and the code of ethics. Complete these with the relevant documentation.*

*See the SGfB ethical principles and the Code of Ethics which can be downloaded from the section downloads of the SGfB website [www.sgfb.ch](http://www.sgfb.ch)*

### 3. Approach to counselling and counselling competencies

**3.1. Describe** and give reasons for the approaches to counselling you adhere to (such as dialogue-centered, solution-oriented, transactional-analytical, systemic counselling etc.) with:

- the theories that guide your actions
- the counselling objectives
- the clients the counselling course is aimed at and its limitations.
- the organization of the counselling course (methods and practice)

Complete these with the relevant documentation.

### 3.2. Counselling competencies

Briefly describe the core counselling competencies that are acquired during during the training (important professional action competencies). Complete these with the relevant documentation in the annex.

(also see the core competencies for SGfB counsellors in the download section at [www.sgfb.ch](http://www.sgfb.ch))

## 4. Curriculum

### 4.1 Contents of the training: what is taught?

*Add a detailed list of learning objectives.*

### 4.2 Teaching methods: How is the course taught?

*Add a coherent presentation of the relevant teaching methods (including media) used to achieve the teaching objectives.*

### 4.3 Zusammenstellung der Ausbildungseinheiten

*Adding a detailed curriculum with dates and times is essential.*

### 4.4 Theory

*Add a detailed description (Basic theory, meta-theory etc.).*

*See examples of the theoretical contents of counselling training courses. (Annex Page 14)*

### 4.5 Self-experience

*Skizzieren der Formen, Methoden und Gestaltung.*

*Minimale Anforderungen: 50 Lektionen in Form von Gruppen- und/oder Einzelselbsterfahrung.*

### 4.6 Supervision

*Describe the forms, methods and organization.*

*Minimal requirements: 30 case-related lessons.*

### 4.7 Other areas of learning

*When included in the curriculum (examples: intervision, learning groups etc)*

*These hours are counted separately.*

### 4.8. References

*Add a list of required readings, recommended specialized books, mainly in the field of psychosocial counselling and further readings as well as specialist papers.*

*A list of specialized literature about psychosocial counseling and further readings are available in the download section at [www.sgfb.ch](http://www.sgfb.ch)*



## 5. Qualifications

### 5.1 Regulated examination procedures

*Information about the organization, form and the manner in which the examinations that provide proof of counselling competencies take place.*

- *Examination requirements prescribed by the SGfB*
- *Thesis with counseling concept and presentation of a case.*
- *Oral examination with practical counseling activity.*

*Add the relevant documents (for instance examination regulations, duration of the examination, the examination procedures and the formal and content-related evaluation criteria of the various parts of the examination)*

### 5.2 Regulations with respect to absences

*Requirements for the awarding of diplomas (in view of the certification of the training course)*

### 5.3 Management of appeals

*Information about appeals, Appeals Committee and appeals regulations.*

**6. Teaching staff**

**6.1 Director of studies of the training course**

Please, provide information about the role of the director of studies of the training course with respect to students, teachers and supervisors

<i>Name / first name</i>	<i>Tasks / Topics within the training program</i>	<i>Training &amp; counselling practice (since when)</i>	<i>Memberships</i>

**6.2 Teachers and trainers**

Provide information about the tasks of the teachers and trainers and the way they work together within the framework of the training course.





## 7. Quality Management

### 7.1 Assuring the quality of the training course

*Information about the teaching of theory, exercises and counselling practice.*

### 7.2 Quality development and assurance

*Information about*

- *evaluation of the success of teaching and learning*
- *evaluation of the institution by the teaching staff and the participants*
- *self-evaluation by the teaching staff*

### 7.3 Certification by third parties

*Possibilities: other professional associations, eduQua a.o.*

## 8. Advertising and promotional materials

### 8.1 Advertising the counseling course

*Brochures, promotional material, etc. for the training course for which SGfB certification is requested.*

### 8.2 Survey of the entire offer of the institution's training and further training courses

*A list of the various branches of training course with qualifications, (such as psychosocial counselling, psychotherapy, couple therapy etc.), including the relevant advertising and promotional materials*

### 8.3 Other information and promotional materials of the institution

*Information about other kinds of media such as website, newsletter, social media, blogs etc.) that are used by the institution.*



## Annex a: Further comments

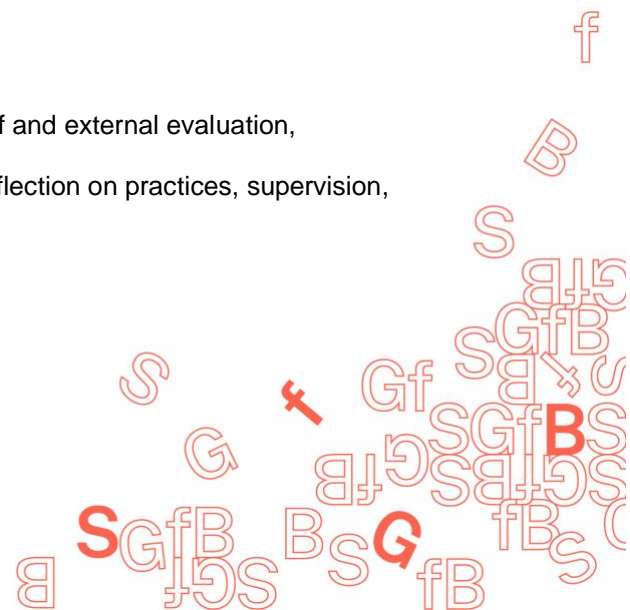
*This space is for comments, documents, additional materials and the like that must be clearly structured according to the guidelines. In addition it may be used for materials that do not fit into the other sections.*



## Annex b: Examples

Examples of content for the counselling training courses

- a) *Meta-theory*
  - Epistemology
  - Theory of science
  - General research theory
  - Anthropology
  - Theory of society
  - Environment
  - Environmental protection
  - Ethics
  
- b) *Basic theories*
  - General counselling strategies
  - Theory and methods in research in counselling
  - Communication theory
  - Theory of personalities
  - Developmental theory
  - Theory of learning
  - Role-theory
  - Theories of health and disease
  - Theories about work, organization and institutions
  - Special counselling theories
  
- c) *Conception of counselling*
  - Counselling concepts (resource-oriented, focused on people's daily lives, solution-oriented)
  - Counselling methods (intervention methods, techniques, media, styles)
  - Relationships in counselling
  - The counselling process
  - Professional ethics, standards in counselling
  - Professional image and the various professions in counselling
  - Theories about setting, context, culture, gender, age
  - Theories about client systems
  - Theories about field of work (school, hospital, private practises)
  
- d) *Counselling practice*
  - In dyads
  - In groups and teams
  - In organizations and institutions
  - In various field of application
  - With diverse client systems
  - Legal conditions
  - Economic conditions
  - Quality assurance of counselling (self and external evaluation, documentation)
  - Quality assurance for counselling (reflection on practices, supervision, intervention, further training)
  - Professional policy





# SGfB

Schweizerische Gesellschaft für Beratung  
Association Suisse de Conseil  
Associazione Svizzera di Consulenza  
Swiss Association for Counselling

