





### 1.3 Examination Board, Chief Examiner Examination Experts and Examination Secretariat

#### Examination Board

The duties of the Examination Board are defined in Examination Regulation 2.2. It may delegate administrative and management tasks relating to the organisation and conducting of the examination to an examination secretariat. It shall appoint an examiner to carry out the examination.

#### Chief Examiner

The Chief Examiner is responsible for the smooth implementation of the examination in accordance with the Examination Regulations. In particular, the Chief Examiner shall be responsible for:

- a) coordination of the organisational arrangements in collaboration with the Examination Secretariat (announcement, registration, confirmations, appointment of experts, compensation, room reservations, files storage)
- b) Ensuring that examinations are carried out correctly (organisation and control of supervision, examination of grades, decision on special cases for example involving sickness, absences, etc.)
- c) Collection and verification of the results (overview sheet). Examination of critical cases
- d) Accountability for the correct conduct of the examination, i.e. to the Examination Board
- e) in appeal cases presenting an opinion/statement to the Examination Board

#### Examination experts

The examination experts are elected and trained by the Examination Board and carry out the examinations on behalf of the Board. They are guided by legal principles and are subject to the obligation of confidentiality and – in the case of personal interest or private connections to the candidates – also the obligation to decline.

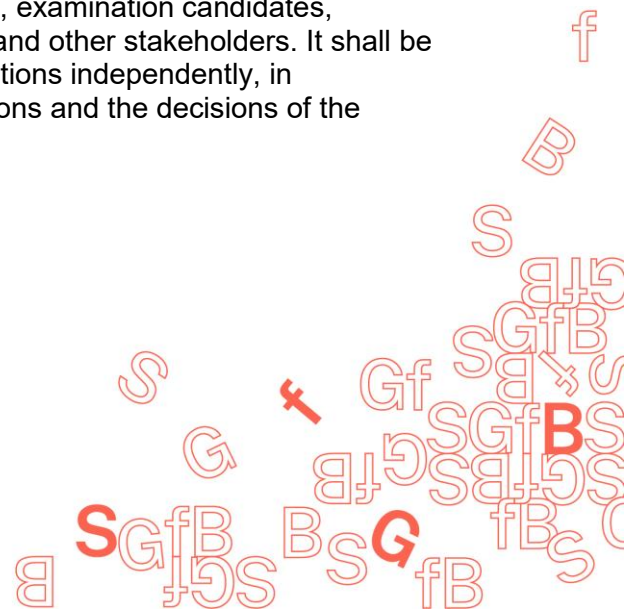
They shall act correctly, i.e. treat all candidates equally in terms of requirements, assessment and time. They are to fundamentally show a benevolent and respectful attitude.

#### Examination Secretariat

On behalf of the Examination Board and the sponsor, the Examination Secretariat is responsible for:

- Coordination, organisation and planning of examinations
- Completion of administrative work
- Administrative execution of decisions

The Examination Secretariat is the contact point for experts, examination candidates, members of the Examination Board, SERI representatives and other stakeholders. It shall be authorised to carry out the tasks defined in its role specifications independently, in compliance with the provisions of the Examination Regulations and the decisions of the Examination Board and the sponsor.



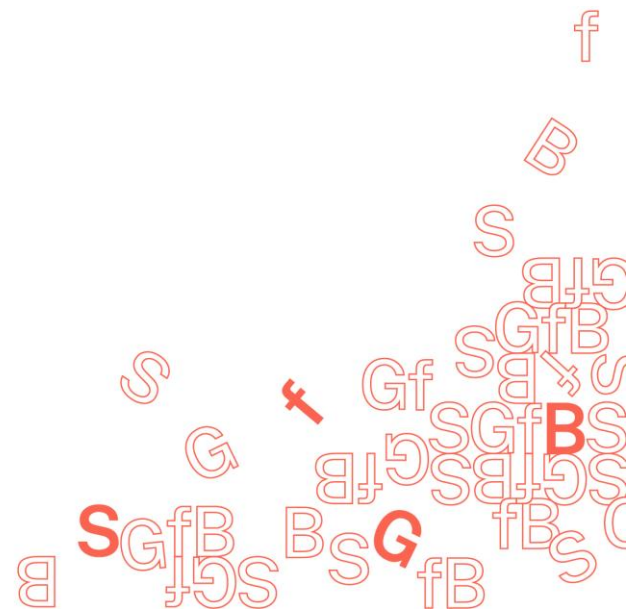






The term 'counselling process' refers to the entire process of counselling, starting with the initial contact and ending with the completion of the counselling. This means that it comprises at least three counselling sessions.

The proof consists of an anonymised listing of the counselling sessions held. With their signature, the candidates confirm the accuracy of the information provided.



### 3.4 Evidence of client-related supervision (Examination Regulations 3.31d)

- Active membership SGfB at least 40 hours
  - 30 hours can be taken from the training context (in-person and/or online)
  - 10 hours must be spent in attendance following conferring of SGfB active membership
- Sur Dossier at least 40 hours
  - 30 hours can be taken from the training context
  - 10 hours must be spent in attendance after the last diploma

Hours refer to individual hours (60 minutes).

For group supervision, three hours count as one hour of individual supervision.

Confirmation by the appropriately trained professional.

### 3.5 Proving self-experience as a client (Examination Regulations 3.31e)

- 40 hours of self-experience in a single setting

Proof (validity without time limit) is provided by written confirmation by the respective specialist.

### 3.6 Proof of the Intervision Group (Examination Regulations 3.31f)

- For at least two years at least eight meetings of an Intervision Group

Confirmation by the participants. (Examination Regulations 3.31f)

### 3.7 Proof of counselling competence-related supervision as teaching analysis (Examination Regulations 3.31 g).

The supervision of counselling competence is to be provided as follows:

- After taking up SGfB active membership; or
- Sur Dossier after the last diploma

The following evidence shall be required:

- At least 20 hours
  - Of which at least 10 hours in a single setting

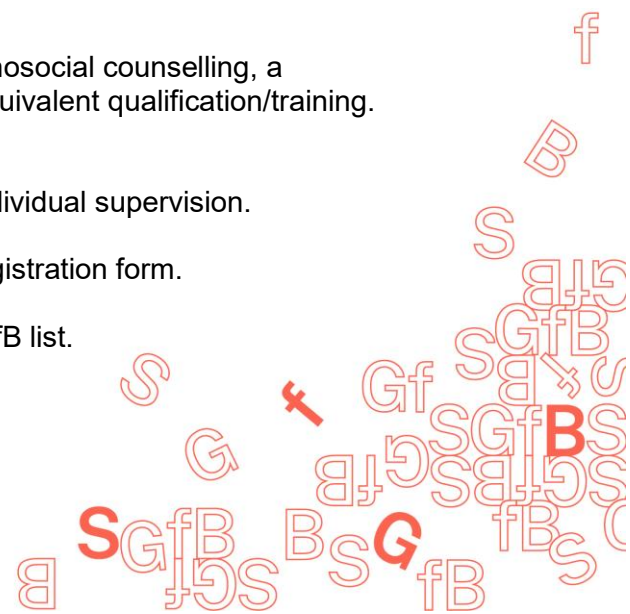
Confirmation by a specialist with an AFPE diploma in psychosocial counselling, a professionally qualified supervisor or a professional with equivalent qualification/training.

Hours refer to individual hours (60 minutes).

For group supervision, three hours count as one hour of individual supervision.

The proofs must be documented in accordance with the registration form.

It is advisable to consider listed persons from the SERI/SGfB list.





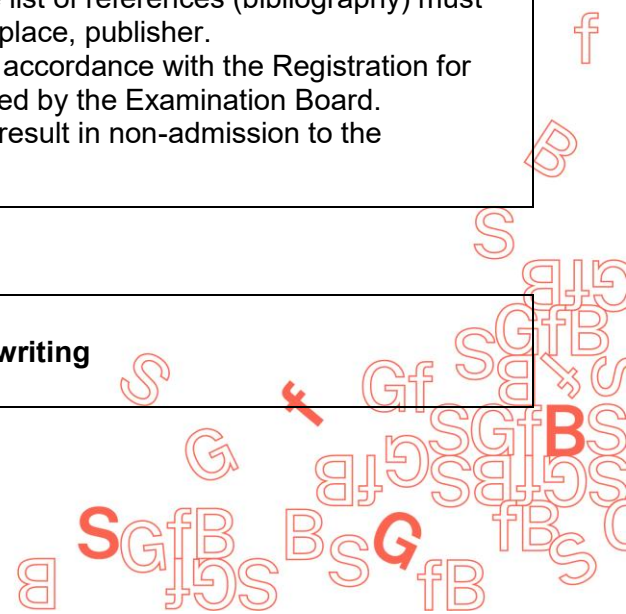




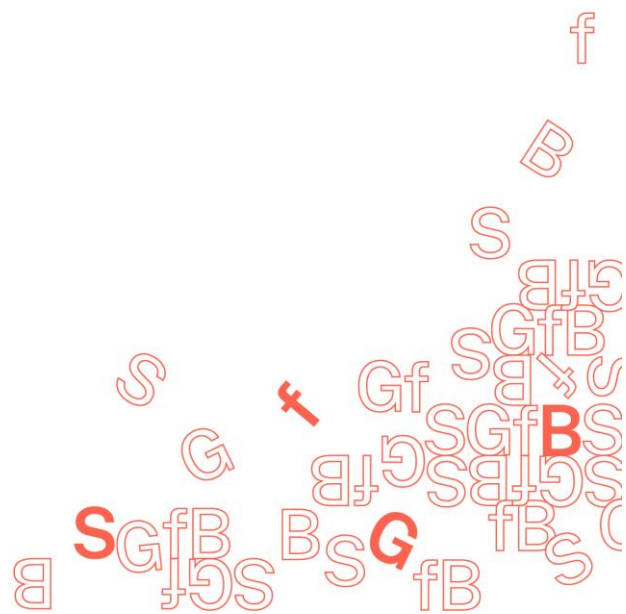
<p>Assessment criteria</p>	<p>The following elements will be assessed:</p> <ul style="list-style-type: none"> <li>• Overview of the course of a counselling process</li> <li>• Detailed description of at least one sequence of the process and course, the hypotheses formed, the agreed objectives, the applied theory concepts, methods, procedures and interventions, as well as their effect on the counselling process (according to audio or video protocol)</li> <li>• Theoretical discussion and reflection</li> <li>• Addressing of the personal counselling style and the process as a counsellor</li> <li>• Formal design of the written diploma thesis</li> </ul> <p>The assessment is based on formal and substantive criteria.</p> <p>Formal criteria</p> <ul style="list-style-type: none"> <li>• The diploma thesis is completed in accordance with the given structure.</li> <li>• The statements are comprehensible and linguistically correct</li> <li>• The presentation is clear</li> </ul> <p>Substantive criteria</p> <ul style="list-style-type: none"> <li>• The topic and the question(s) are well-founded, relevant for counselling and practice-oriented</li> <li>• The questions to be dealt with are clearly formulated</li> <li>• Practical situations described, if any, are appropriate for the subject of the question or the questions.</li> <li>• The presentation of relevant theories and considerations is technically correct</li> <li>• The answers and conclusions refer to the questions asked</li> <li>• Based on the answers, concrete conclusions have been drawn.</li> <li>• The work is critically evaluated</li> <li>• Candidates are able to justify their interventions theoretically on the basis of their hypotheses. Their procedures depend on the problems or questions posed by the counselling subjects; they explain which theories guide their actions, which methodological approach they see and whether they apply it competently themselves. They also reflect possible options.</li> </ul>
<p>Formalities</p>	<p>The candidates confirm in writing that they have written thesis themselves. As a guideline for the scope of the diploma thesis: 40–60 A4 pages of text (excluding bibliography and appendix) using 11-point font and 1.5 line spacing. Sources must be indicated correctly. The list of references (bibliography) must include: Author, year of publication, title, place, publisher. The diploma thesis must be submitted in accordance with the Registration for Examination form by the deadline specified by the Examination Board. Failure to comply with the deadline shall result in non-admission to the examination.</p>

## 4.2.2 Examination part 2

<p><b>Examination part 2</b></p>	<p><b>Counselling concept in writing</b></p>
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<p>Purpose</p>	<p>Candidates draw up a personal counselling concept that provides information about their counselling activities and provides a tangible presentation of them as a counsellor.</p> <p>In it, they explain which human image (populated with their own personality) guides them, what it is based on, and why this belief is shared. Also, which theories, objectives and methods they follow in the corresponding counselling approach and how they evaluate their counselling activities. The theoretical models are to be linked to their own work as a counsellor.</p>
<p>Structure</p>	<p>In particular, the counselling concept should include statements on the following topics:</p> <ul style="list-style-type: none"> <li>• Qualifications and core competences</li> <li>• Human image, basic attitude, ethical and legal emphasis</li> <li>• Counselling approach, theories, model of action, clientele</li> <li>• Counselling objectives, methods of counselling, demarcations</li> <li>• Relationship-building</li> <li>• Record-keeping, Administration, Marketing, Evaluation, Quality Assurance, Resource Design, Economic Feasibility</li> </ul>
<p>Assessment criteria</p>	<p>The counselling concept should clearly and specifically present the self-image as a person undertaking counselling and the understanding of their own activity in psychosocial counselling.</p> <p>Further explanations and details can be found in the evaluation sheet.</p>
<p>Formalities</p>	<p>Scope of the counselling concept: 15–20 pages (without table of contents, bibliography and appendix), A4 format, 11-point font, 1.5 line spacing, linguistically well-written (grammar, spelling), use of technical terms.</p> <p>The counselling concept must be submitted according to the relevant form Registration for Examination by the deadline specified by the Examination Board. Failure to comply with the deadline shall result in non-admission to the examination.</p>









#### 4.2.4 Examination part 4

<b>Test part 4: Final Colloquium</b>	
Purpose	In the final interview, the candidates demonstrate that they are able to describe their own behaviour as counsellors convincingly, to reflect on it critically, to justify it in a plausible and theoretical manner, to assess it realistically and to draw conclusions for their further professional development.
Structure	The candidates will present their counselling concept in 10 minutes. They then present their reflection on the practical example of examination part 3. The experts ask questions about the relevant counselling behaviour and the statements of the candidates as counsellors. They ask the candidates to reflect on, justify and assess the behaviours and statements addressed, to identify appropriate behavioural changes and to formulate conclusions for their professional development.
Assessment criteria	<ul style="list-style-type: none"> <li>• Presentation</li> <li>• Professional identity and ethics</li> <li>• Understanding of counselling in the field of application</li> <li>• Flexibility and situational response</li> <li>• Coherence</li> <li>• Communication</li> <li>• Conceptual analytical, systemic and networked thinking</li> <li>• Self-reflection</li> <li>• Marketing, Administration, Documentation</li> </ul> <p>More detailed information can be found in the assessment sheet for Examination Part 4 Final Colloquium.</p>
Formalities	The presentation of the counselling concept lasts 10 minutes. A flipchart is available as a visual aid. Candidates bring technical equipment for presenting the counselling concept to the examination. The candidate himself/herself is responsible for proper functioning. The whole part of the test takes 90 minutes.

#### 4.3 Assessment

The assessment is carried out in accordance with Examination Regulations Section 6.



**Decree**

The Guidelines for the Examination Regulations were published on 14 November 2023 by the Examination Board approved.

Zurich, Chair of the SGfB

Signed

Marusca Klein  
Chair of the SGfB

Signed

Rachel Sondheimer  
Chair of the SGfB Examination Board

**Editor**

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**Account**

To be found on the registration form.

