

Higher professional examination HFP for counsellors in the psychosocial field

Registration for the exam (active member SGfB)

Examination regulations (PO) dated 13 December 2017, valid from 01.01.2018 / guidelines dated

| | |
|-------------|------------------------------------|
| date | 18 / 19 / 20 September 2024, Olten |
|-------------|------------------------------------|

14.11.2023

Candidate

| | |
|---------------------------------------|--|
| Salutation | |
| First name | |
| Family name | |
| Date of birth | |
| AHV no. 13 digits | |
| Home town/canton/nationality | |
| Address (main address) | |
| Postcode/town/canton | |
| Private phone | |
| Professional telephone | |
| email | |
| Examination language PO 3.21 c | <input type="checkbox"/> German <input type="checkbox"/> French, German <input type="checkbox"/> Italian |
| Counselling approach | |
| Examination | <input type="checkbox"/> Initial examination parts (PT) 2 & 3 <hr/> <input type="checkbox"/> Exam repetition <input type="checkbox"/> Year of the first examination: ____ <input type="checkbox"/> Repetition PT2 <input type="checkbox"/> Repetition PT3 |
| Active member SGfB | <input type="checkbox"/> yes, since _____ <input type="checkbox"/> no --> Registration Sur Dossier |
| Consent | <input type="checkbox"/> I agree that the name and photo of the graduation ceremony may be published on the website. |
| Remarks | |

Submission of application dossier

The application must be completed in full and accompanied by all required documents by the deadline of **Friday 3 May 2024** to be submitted.

The application dossier (application form and documents in accordance with the declaration of the quality action profile) must be submitted as follows:

- in duplicate as a bound dossier to the SGfB Examination Secretariat by post
- As PDF by e-mail to the SGfB examination secretariat

The examination secretariat checks the date of receipt of the dossier and the registration fees. The candidate is responsible for ensuring that the content is complete (see admission process on the website).

Submission of written parts of the examination

The deadline for submitting the written parts of the examination (PT1 and PT2) is **Friday, 12 July 2024**.

The written parts of the examination must be submitted on time in the following form:

- in duplicate as a bound dossier to the SGfB Examination Secretariat by post
- As PDF by e-mail to the SGfB Examination Office

A declaration of independence must be enclosed.

Confirmation

With my signature I confirm the correctness of the information

provided. Place/date

Signature

Registration office Postal dispatch

Examination Secretariat SGfB, c/o FH SCHWEIZ, Konradstrasse 6, 8005 Zurich

Registration office Mail dispatch

sekretariat@sgfb.ch

Valid documents / current evaluation form

These can be found on the [SGfB website](#).

Questions about registration

Questions about the registration process can be sent by e-mail to the SGfB Examination Office at sekretariat@sgfb.ch.

Further information

Detailed information on the individual points can be found in the Examination Regulations Art. 3.3 and the Guidelines to the Examination Regulations Art. 3.

Further information on the HFP can be found on the [SGfB website](#).

Declaration of the qualification profile

Admission requirements see PO section 3.3ff and WL section 3 Admission requirements .

The detailed explanations in Article 3 of the guidelines are authoritative.

| Application dossier documents | Document no. |
|--|--------------|
| Professional qualification (enclose copies) PO Section 3.31a | |
| Tertiary qualification (enclose copies) PO Section 3.31a | |
| Proof of counselling training, certificate, diploma, etc. | |
| Proof of six years' professional experience with a counselling function in a psychosocial context PO Section 3.31 b / WL Section 3.1 <ul style="list-style-type: none"> without a tertiary qualification: Proof of 8 years of professional experience PO No. 3.31 according to g / WL No. 3.1 | |
| Proof of counselling practice in the psychosocial field according to the form on the website PO Section 3.31c / WL Section 3.3 | |
| Proof of 10 hours of client-related supervision after obtaining active SGfB membership (tabular overview with confirmation) PO Section 3.31d / WL Section 3.4 Transitional regulation 2024 (10 hours of client-related supervision): If the above proof of 10 hours of client-related supervision cannot be fulfilled after obtaining active SGfB membership, a total of 40 hours of client-related supervision may also be proven during / after training in accordance with the transitional regulation 2024. | |
| Proof of at least 20 hours of counselling competence-related supervision as teaching analysis after taking up SGfB active membership or Sur Dossier after the last diploma degree, of which at least 10 hours in an individual setting PO para. 3.31g / WL para. 3.7 Transitional arrangement 2024: As a transitional regulation, counselling competence-related supervision in the sense of a teaching analysis from the training context may also be listed. The hours (individual and group hours) are listed in accordance with the valid guidelines. | |
| Compilation of previous professional training and practice (curriculum vitae) (tabular overview and copies of certificates, references and/or confirmations of employment) PO Section 3.21a-b | |
| Copy of an official identity document with photo PO Section 3.21d | |
| Proof of payment of the registration fee: The registration fee of CHF 800.00 (repetition students CHF 400.00) was paid into the SGfB account. Date: _____ Current account "SGfB HFP" Switzerland. Gesellschaft für Beratung SGfB / Swiss Association for Counselling Account CH97 8080 8003 4810 0078 9 IID (BC no.): 80808 SWIFT-BIC: RAIFCH22 | |
| Possible request to recuse examination experts (The request for withdrawal must be justified in writing and submitted at the same time as this application PO Section 4.14). | |