

Higher professional examination HFP for counsellors in the psychosocial field

Registration for the exam (Sur Dossier)

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

date	18 / 19 / 20 September 2024, Olten
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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) 1 - 4 <hr/> <input type="checkbox"/> Exam repetition <input type="checkbox"/> Year of the first examination: ____ <input type="checkbox"/> Repetition PT1 <input type="checkbox"/> Repetition PT2 <input type="checkbox"/> Repetition PT3 <input type="checkbox"/> Repetition PT4
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 secretariat

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 30 hours of client-related supervision from the training context (Tabular overview with confirmation) PO Section 3.31d / WL Section 3.4	
Proof of 10 hours of client-related supervision after the last diploma degree (tabular overview with confirmation) PO Section 3.31d / WL Section 3.4 Transitional regulation 2024: These hours may also be transferred from the training context in accordance with the 2024 transitional regulation.	
Proof of 40 hours of self-experience in psychosocial counselling as a client (tabular overview with confirmation) PO Section 3.31e / WL Section 3.5	
Proof of at least 8 sessions of intervision during at least 2 years (Tabular overview with confirmation) PO Section 3.31f / WL Section 3.6	
Proof of at least 20 hours of counselling competence-related supervision as teaching analysis for at least one year, of which at least 10 hours in an individual setting PO Section 3.31g / WL Section 3.7 Transitional arrangement 2024: These hours may also be taken from the training context in accordance with the 2024 transitional regulation. The hours (individual and group lessons) are based on 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).	