



CH-Q model for competence management

Training for CH-Q trainers and advisers

**General offer and formulation
of the objective with participants**

Level 1

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1 General training offer

The total offer of CH-Q, the name of the 'Schweizerisches Qualifikationsprogramm zur Berufslaufbahn' (Swiss career qualification programme), comprises, among other things, a model for the sustainable management of the personal competences with regard to the desired career development. Main objective in this respect is the further individual development of young people and adults in training and advice, and the enhancement of their professional flexibility and mobility. This centres on the establishment and assessment of competences and qualifications in all conceivable areas and the preparation of formal recognition.

1.1 CH-Q building blocks

The training for professional trainers and advisers has a modular structure and has been integrated in the official building block 'CH-Q model for competence management'.

All standard modules at user and trainer level comply with the standards of the CH-Q association and have been approved by the membership meeting.

1.2 Target group

The training aims at trainers and advisers who:

- are in possession of a professional diploma (teaching, education studies, psychology, (professional) advice, adult education) or who can demonstrate that they dispose of a similar level;
- have experience in the area of training and/or advice;
- are willing to counsel and advise people during the management of their competences and the compilation of their personal portfolio documents.

1.3 Acting skills

It is expected of the participants that they can do the following:

1. In conformity with certification level 1 (basic)
 - manage skills, competences and qualifications consciously, sustainably and independently;
 - plan and implement career steps in accordance with the personal possibilities and the established objectives.
2. In conformity with certification level 3 (extended)
 - develop, implement and use concepts for the personal discipline on the basis of the CH-Q model for competence management;
 - harmonise these concepts with the current state of affairs with regard to training policy, economy, and social developments.

2 Formulate objective with the participants

2.1 Learning objectives

1. Certification level 1 (self-management of competences)

The participants can:

- evaluate, establish and document their skills, competences and qualifications in a systematic and well-organised manner;
- use the positioning to deduce important personal strengths and core competences from (find the red thread);
- draw conclusions for the further career from their learning steps;
- recognise perspectives for their career and plan realistic steps for the further personal and professional development;
- sustainably implement the management of the personal competences with support of the portfolio tools and under personal responsibility.

2. Certification level 3 (trainer / adviser CH-Q competence management)

The participants:

- are familiar with the standards of the CH-Q association for training and advice offer within the framework of the CH-Q competence management with regard to the desired career planning;
- understand the CH-Q model for competence management and can apply the content and methods thereof;
- can recognise and further implement application possibilities in the personal discipline;
- can develop, implement and evaluate concepts aimed at target groups;
- can harmonise the CH-Q model for competence management with the developments of training, labour market and society.

2.2 Content (certification level 1 and 3)

Content and methods of CH-Q competence management including portfolio tools:

- establish, assess and evidence competences and merits from various areas of activities (training, paid and unpaid work, family), verify learning processes, draw conclusions;
- starting points of the CH-Q model for competence management within the total offer of the Swiss career qualification programme;
- development and presentation of a training and/or advice concept for the personal target group on the basis of quality criteria of the CH-Q association and measures for the conversion thereof;
- analyse / evaluate the implementation of the personal target group offer.

2.3 Evidence of competences

Starting point

The evidence of competences must enable the course participants to determine as to whether the acting competence that is described in the learning objectives has been accomplished or not. The evidence of competences in the training of the CH-Q trainers / advisers has a formative character (descriptive, process-oriented form).

The competence evidence consists of two parts and comprises the following steps:

1. Certification level 1: self-management of competences

- examples of working with the personal portfolio for personal use on the basis of the indicated learning process;

- presentation of the personal competence profile.
- 2. Certification level 3: trainer / adviser CH-Q competence management
 - presentation of the training / advice concept for the personal target group according to the quality criteria of the CH-Q association;
 - presentation of the implementation.

2.4 Conclusion

The training at certification level 3 is concluded with a qualification that serves as evidence of competence and results in the 'CH-Q trainer and adviser' certificate. This certificate confirms that the training took place in accordance with the quality criteria of the CH-Q association. It is also provided with the association mark.

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