



Personnel
Certification

Swiss Association for Quality

Expert FSIE™ Certification Regulation

STATUS: 1.0 (Release)

Art. 1 Purpose

This regulation contains the conditions under which the Federation of Swiss IT Experts (FSIE) and SAQ issue the various specialized titles (ST) Expert FSIE™ <Specialization>. The ST recognize and assure that the holders of the ST possess the adequate **basic and advanced education** as well as **practical experience** in order to act as a responsible specialized professionals in practical projects.

Art. 2 Basis

This regulation is based on the bylaws of the FSIE (Version 9th of March 2018) and the Education Charter (EC) of the FSIE (Version 9th of March 2018).

Each ST Expert FSIE™ is a specialized title according to the EC, art. 2.5.

Responsibilities

Art. 3 Specialized Sections (aka Communities)

The specialized sections, aka communities, is the set of certified Experts FSIE <Specialization> as well as the members of the respective specialization commissions. At their general assemblies they elect a Specialization Commission (SC) (german: Fachkommission FK) which consists of a minimum of 3 members elected for 2 years and that constitutes itself (nominating a president and vice-president). The members of the SC constitute the experts that assess the case studies and conduct the oral examinations. Each member of each "community" promotes and recommends the ST Expert FSIE™ to his/her colleagues that are likely to fulfil the conditions.

Art. 4 Specialization Commissions

The members of the Specialization Commissions (SC) possess the ST Expert FSIE™ <Specialization>. As a temporary rule until end of 2020 distinguished experts that do not possess the ST may also be elected into specialized commissions.

The Specialization Commissions

- 1) Evaluate and recognize advanced education courses or certificates and continuing education events.
- 2) Assess the anonymized case studies of the candidates.
- 3) Execute the oral examinations of the candidates. 2 examiners must be present.
- 4) Draft and elaborate modifications of this regulation and the Specialization Regulation; both the main parts and appendices, if need be. The SCs submit these to the FSIE Board for acceptance at the appropriate bodies.

In exceptional cases (examination language, location and other reasons), the specialized commissions may delegate the exam execution to another expert, ideally a holder of the ST Expert FSIE™ <Specialization>.

The Specialized Committee takes minutes of each of its decisions, assessments, exams and meetings. These minutes are forwarded to office@fsie.ch and archived by office@fsie.ch.

Conditions to obtain the ST Expert FSIE™ <Spec.>

Art. 5 Conditions to apply

To start the specialized title's certification process, 3 conditions apply:

- 1) The application fee must have been paid (non-refundable) and the basic technical requirements been positively checked by the Education Commission (EC) of the FSIE and the administrative requirements (validated personal + contact information) positively checked by office@fsie.ch. The basic education courses accepted by FSIE are listed in D430_EN_CBOC, Appendix 7.3
- 2) The commitment to the Code of Conduct of the FSIE must have been made in the form of submitting 1 copy (electronic) of it that is signed on each page.
- 3) Completed advanced education in the <Specialization> topics according to art. 6.
- 4) Documented and referenced <Specialization> practice according to art. 7.

To complete the specialized title's certification process, ending with the request of the Specialized Community's Board to the FSIE Board to issue the ST, the following conditions are checked:

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- 5) The certification fee must have been paid (refundable under conditions).
- 6) An accepted case study according to art. 8.
- 7) The passed examination according to art. 9.

Art. 6 Advanced Education

Advanced education in <Specialization> topics corresponding to 16 ECTS (400 – 500 hours) must be documented.

Each specialization's required **core practices**, to be mastered by the candidates at Bloom's level 4 at least, are defined in the Specialization Programmes Chapter 3. This regulation's main part is formulated by the Specialization Commission and accepted by the specialization section's general assembly; the appendices formulated by the Specialization Commission and accepted by the Specialized Section's Board.

The **recognized advanced education courses and certifications** for the specialization are listed in the Specialization Programme Chapter 5.

The detailed competences within the required core practices of each specialization, forming the **Body of Competences (BOC)**, are also defined as an extension document to Chapter 3 of the specialized regulation.

Art. 7 Referenced Practice Records

In analogous form as defined in D450_S3_EN_FSIE_CPR_Regulation the candidate must provide a set of practice records in the specialization that sums to a 40% FTE in the past 6 years. This is equivalent to 4'800 work hours covering at least 75% of the core practices listed in chapter 3 of the specialization's regulation.

Comment: This percentage has intentionally been chosen in order to allow 1 person to obtain 2 ST. Also, it allows to switch from one ST to another in the course of a professional career.

The referenced persons (customers, colleagues) must agree to answer questions formulated by the Specialization Commission. These agreements must be documented and submitted together with the practice records.

The Specialization Commission verifies a random seed of at least 2 references. In addition to verifying the correctness of the records, the commission is allowed to ask a rating of the personal/non-technical competences of the candidate as listed in chapter 5 of D430_EN_CBOC.

Art. 8 Case Study

Administrative remark: as soon as the case study assessment is started, the certification fee cannot be refunded anymore.

A case study that documents the application of the core practices in real project or operational contexts must be handed-in to the office of the FSIE according to the regulation and template in D423_S3_EN_FSIE_Case_Study_Regulation. It is then submitted to the specialized commission which assigns 2 experts to review and assess it. Possible conflicts of interests between the candidate and the experts are resolved previous to the review and assessment by eventually exchanging 1 or both experts.

In order to proceed with the examination according to Art. 9, the assessment must be positive.

In the case of a negative assessment whose justifications are documented and communicated to the candidate, one re-worked and improved case study may be handed-in. If also this second attempt fails, the entire certification must be re-started and the certification fee payed again. The case study is archived by the FSIE. If the author agrees, it may be published in its whole or in parts at the annual FSIE conference and/or the member's area of the website. The copyright remains with the author.

Art. 9 Oral Examination

The 3 preconditions to the examination are the fulfillment of the advanced education requirements as per art. 6, positively checked practice records as per art. 7 and a passed case study as per art. 8.

As soon as the preconditions are met, SAQ organizes the examination time and location with the same 2 experts that did the case study assessment.

The examination is executed according to D421_S3_EN_FSIE_Oral_Examination.

Art. 10 Fees

The FSIE / SAQ charges an **application fee**, for the formal and preliminary checking of the application, **and a certification fee** for the case study assessment, oral examination and issuing of the certificate. The application fee is not refundable and must be paid before any processing starts. The certification fee is refundable only if the case study assessment has not yet started. In all other cases, especially also if the candidate fails to be certified, the certification fee remains due and will not be refunded.

The fees are defined in Appendix A.

Procedures

Art. 11 Application and Process

The application starts with filling the web application form and payment of the application fee. From then on, the process is then handed over to and guided by SAQ. It is the responsibility of the SAQ that the conditions as per articles 5 – 9 are checked. In cases of doubts, the SAQ consults and resolves the issues in collaboration with the Specialization Commission. It is the SAQ that finally decides to request to issue the ST or not; the office@fsie.ch is notified about the decision.

Art. 12 Decision

The SAQ, represented by the Board of the SAQ, issues the ST Expert FSIE™ <Specialization> on behalf of the Specialization Community, represented by its Board, according to the Education Charter (EC). The decision is communicated in written form. Successful candidates are honoured/mentioned at the next FSIE general and community assembly.

Art. 13 Appeals

Appeals against the decision can be submitted within 30 days after communication of the decision to the FSIE Appeals Commission (fsie-appeals@saq.ch) of the SAQ in written form according to the regulation D421_S3_EN_FSIE_Oral_Examination within the scope of the Education Charter (EC). Also, an appeals deposit fee must be paid before the treatment begins. This deposit fee is refunded if the appeal is successful.

Final clauses

Art. 14 Public register

Holders of the title Expert FSIE™ <Specialization> are published with name, prename and address as well as a secure means to be contacted electronically on the website of the FSIE. Holders, at any time, can opt-out of this publication.

Art. 15 Recertification: Continuing Education/Practice

The title Expert FSIE™ <Specialization> is valid for 3 years. This is visible on every physical or electronic document that is issued.

The holders of the ST must fulfil 2 conditions that are checked every 3 years:

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- (1) Accumulate a minimum of 9 Continuing Education Points (CEP) in the specialization according to D440_S3_EN_FSIE_CEP_Regulation. The specialisation community may define a higher number and/or refined CEP requirements for sub-specialisations in their detailed regulations. The CEP must date from the past 3 years (extensible by 0.5 years on request).
- (2) Deliver Continuing Practice Records (CPR) for a minimum of 40% FTE according to D450_S3_EN_FSIE_CPR_Regulation. The CPR must date from the past 3 years (extensible by 0.5 years on request). The specialisation communities may define refined CPR requirements for sub-specialisations in their detailed regulations.

Evidence for recertification must be produced no later than on the expiry date of the certificate. A recertification is only possible for the certification programme of the initial certification and may only be obtained if the certificate owner is practicing in this programme. The certificate owner is personally responsible for ensuring that the abovementioned 2 SAQ recertification conditions have been fulfilled.

SAQ communicates a negative recertification decision in written form to the holder

A written complaint to fsie-appeals@saq.ch can be submitted within 30 days to complain against a negative recertification decision.

If the certificate or its renewal is waived, the original document must be returned. If the certificate holder no longer satisfies the conditions for a certificate within the period of validity of the certificate, he must inform the certification agency in writing and return the certificate.

Art. 16 Archiving

The application dossier, case study and examination proceedings as well as the submitted records for recertification are archived electronically or in paper form for at least 12 months.

Art. 17 Breach of Rules

If the candidate fraudulently or otherwise breaches the guidelines of case study authorship and/or of the oral examination, he/she is life-time excluded from the FSIE certifications.

Art. 18 Modifications

Requests to modify this regulation must be submitted in written form to the FSIE Board and is decided within 10 weeks.

Art. 19 Enactment

FSIE – Federation of Swiss IT Experts

This regulation comes into effect immediately after the acceptance by the Board of the FSIE of 26 November 2018.

sig. S. Moser
president FSIE Board

sig. G. Falquet
vice-president FSIE Board

Appendix A – Fees

Application fee:

120.00 CHF	for FSIE IT Professional members, max. 1 application in 24 months.
165.00 CHF	for members of an association in ICTswitzerland, max. 1 application in 24 months.
190.00 CHF	for non-members and for the 2 nd or additional applications of members in 24 months.

Certification fee:

1'300.00 CHF	for FSIE IT Professional members
1'530.00 CHF	for members of an association in ICTswitzerland
1'800.00 CHF	for non-members

Recertification fee (due after 3 years):

0.00 CHF	for FSIE Expert members (the category automatically changes after successful certification)
500.00 CHF	for members of an association in ICTswitzerland
590.00 CHF	for non-members

The application fee is non-refundable.

The certification-fee is refunded only if the case study assessment has not yet started.

Appeal:

Upfront deposit 500.00 CHF

If unsuccessful, the effective costs up to a maximum amount of 1'000.00 are charged.

If successful, the deposit is fully refunded.