



Expert FSIE™

D450

CPR Regulation (Continued Practice Records)

STATUS: Version 1.0

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1. Purpose

This regulation encompasses the detailed requirements of recording and submitting work testimonials (aka practice) in the context of the titles Expert FSIE™ (www.fsie.ch) and the Education Charter (EC) of the FSIE ([D020-LINK](#)).

Work testimonials are required for the certification and re-certification of a candidate for a program (aka specialisation).

2. Basic Definitions

- i. The **practical professional activities** of the experts are reported as summary records and valued as a percentage of Fulltime Equivalent Capacity (FTE) of work on the program's practices as listed in chapter 3.1 of each program's regulation. The practical professional activities must not be mixed or confused with education. Requirements for the latter are defined in other documents.
- ii. We define **100% FTE** as 20 days @ 8 hours per month, i.e. 160 hours per month, and 10 months per year = **1'600 hours per year**. This definition is net productive worktime that excludes holidays, other absences and non-expert activities (such as administrative tasks) that must not be reported to FSIE.

3. Responsibilities

- i. With submitting practice records to FSIE or SAQ, the Expert FSIE or candidate grants the right to FSIE and the operating partner SAQ to contact the references for verification of the records.
- ii. The certification operator SAQ checks random 2-5 references.
- iii. In cases of content-specific clarification issues occurring in the course of checking references, the specialisation committees of the FSIE on request of SAQ provide experts who clarify the issues (usually by contacting the references again).
- iv. The result of the verification of the practice records is communicated to the Expert FSIE or candidate by SAQ.
- v. In the case of a negative verification, the Expert FSIE or candidate is given a onetime opportunity to re-submit corrected/completed records within 20 days.

4. Basic Requirements

- i. For the certification, a minimum of 40% FTE work on the specialisation practices in the past 6 years must be demonstrated which is equivalent to 3'840 hours.
Note: This allows part-time working professionals to fulfil the requirements and/or fulfil the requirements for 2 specialisations.
- ii. For the re-certification a minimum of 40% FTE of the specialisation practices in the past 3 years must be demonstrated which is equivalent to 1'680 hours. If 500 or less hours are missing after 3 years, the period can be onetime extended by 0.5 years to 3.5 years by which 1'960 hours (still 40% FTE) must be achieved.
- iii. For certification and re-certification work records all checked references must be positive.
- iv. Additional requirements may be defined in the individual programs.

5. Records

Each summary record encompasses:

1. Place of work (main place of work) – ZIP, City, Country
2. Start Date, End Date of the expert's assignment
3. 1..n tuples of work hours and 1..m tuples of (practice, %share) covered
Practices may stem from 1 or more programs (because experts can apply to be experts in more than 1 specialisation)
4. Reference (Name, Prenom(s), Company, Postal Address, Email, Phone)
 - o Role: Customer or IT Project Lead
5. Work Type: Project or Change or Maintenance or Operations
6. Method: one out of a list provided in the electronic form

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7. Technology: one out of a list provided in the electronic form
8. Industry: one out of a list provided in the electronic form, NACE Level 2
9. Number of Users (or “not yet productive” or “never productive”)
10. If the expert was the Overall Lead of the Project, Change or Maintenance/Operations period: Start Date, End Date, Effort of all contributors per deliverable, functional size

The expert grants the FSIE the right to use all his/her records for statistical reports that are made available to all members of the FSIE (included in the membership).

The FSIE guarantees fully anonymised data usage, no publication of statistics with less than 20 data samples aggregated (to prevent deduction of individualised information) and no transfer of the data to third parties.

Only the SAQ staff and FSIE experts involved in the assessment as well as IT data administrators will have access to the non-anonymized individual records.

The Excel form [D451_S3_EN_FSIE_Work_Records.xlsm](#) must be used.

6. Calculation of %FTE of a specialisation

%FTE (Specialisation, Period) :=

$$\text{Sum (hours(practice(Specialisation), Period) / (years(Period) * 1'600))}$$

Practice(Specialisation) := the list of all practices of the program

Hours(practice, Period) := reported-hours x reported-%share(practice) x %reported-start-end(Period)

Years(Period) := 3, 3.5 or 6

%reported-start-end(Period) := pro rata temporis calculation :=

$$\frac{\text{days(max(reported-start, start(Period), min(reported-end, end(Period)))}}{\text{days(reported-start-end)}}$$

A period is defined as:

certification: start := date of application – 6 years

end := date of application

re-certification: start := date of certification (or previous re-certification)

end := date of certification (or previous re-certification) + 3 years

(+ 0.5 years if extended)