



# Diploma supplement

## 1. Information identifying the holder of the qualification

1.1 Family name(s)	Omasta
1.2 First name(s)	Jano
1.3 Date of birth	09.12.1984
1.4 Student number	

## 2. Information identifying the qualification

### 2.1 Name of qualification and awarded title

**Business Data Processing Specialist  
Advanced Federal Diploma of Higher Education**

dipl. Wirtschaftsinformatikerin / Wirtschaftsinformatiker HF - Informaticienne / informaticien de gestion diplômé -e ES -  
Informatica / -o di gestione dipl. SSS

### 2.2 Main field(s) of study for the qualification

Business Engineering and Integration

### 2.3 Name of awarding institution

Höhere Fachschule Rheintal

### 2.4 Name of institution administering qualification

Höhere Fachschule Rheintal

### 2.5 Language(s) of instruction/examination

German and English

## 3. Information on the level of the qualification

### 3.1 Level of qualification

**National Qualifications Framework for Vocational and Professional Qualifications: Level 6**

**European Qualifications Framework: Level 6**

**Tertiary-level qualification (professional education)**

(see point 8. Information on the national education system)

### 3.2 Length of programme

Part-time over period of 6 semesters and 3,600 learning hours

Full-time over period of 6 semesters and 5,400 learning hours



This diploma supplement is based on Article 4 paragraph 2 of the Ordinance of 27 August 2014 on the National Qualifications Framework for Vocational and Professional Qualifications (NQF-VPQ-O, SR 412.105.1). This diploma supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES (Decision No. 2241/2004/EC). The purpose of the diploma supplement is to provide sufficient data to improve the international transparency and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It describes the nature, level, context,

content and type of training and education pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. The diploma supplement is free of value judgements, equivalence statements or recommendations on recognition.

### 3.3 Access requirements

Requirements for admission to this federal examination:

- Federal VET Diploma in Information Technology or
- Federal VET Diploma in Mediamatics or
- Federal VET Diploma in Commerce, Profile M (incl. preparation for Federal Vocational Baccalaureate) or E (intermediate level)
- Qualification issued by a federally recognised commercial school.

Also accepted:

- Federal VET Diploma in another field issued upon completion of at least three years of training or
  - a baccalaureate
- and at least three years of work experience in the field of business data processing.

## 4. Information on the contents and results gained

### 4.1 Mode of study

Structured studies

### 4.2 Qualification requirements

Holders of this qualification combine the needs of business operations (marketing, sales, production, HR, etc.) with the possibilities offered by information technology. They design solutions that bring added value to users. They possess the necessary expertise in business management and information technology, which allows them to competently interact with specialists and devise optimal solutions to problems. They are able to plan and carry out individual projects involving analysis, design and implementation of operational system (e.g. ERP) as well as management information systems. They are able to do the same in multi-project settings by taking into account dependencies between individual projects and by setting corresponding priorities.

### 4.3 Qualification details

Holders of this qualification are trained to work in the following areas:

- Strategic management: advising company managers and executives in strategic matters pertaining to business data processing
- Management process as part of daily company activities: personnel management and leadership as well as infrastructure and information management
- Financial management: Budgeting and controlling
- Customer processes: retaining customers, direct relations with customers
- Achieving performance: handling core IT processes. planning, development, implementation and use of a new IT product
- Order execution: compliance with formal and legal guidelines
- Service innovation: regular review of IT processes in terms of their functioning, technical development and economic aspects. Maximisation of efficiency, minimisation of error, compatibility with company strategy
- Project management: creating teams, handling kick-off, project outlines, project planning, verification of milestones, evaluation of projects
- Process management: designing, implementing and monitoring central business processes
- Risk management: assessing dependencies and risk potential of IT systems and ascertaining need for protection together with corresponding measures
- Quality management: designing of quality control processes

#### 4.4 Grading scheme, grade distribution guidance

The presence of the diploma confirms that the candidate has obtained the corresponding qualification.

#### 4.5 Overall classification

The presence of the diploma confirms that the candidate has obtained the corresponding qualification.

### 5. Information on the function of the qualification

#### 5.1 Access to further levels of training

The qualification holder may be admitted to postgraduate courses at colleges of higher education and generally also to EMBA and MAS programmes. The recommendations of swissuniversities regarding admission and the regulations of individual Swiss universities of applied sciences are taken into account.

\* The decision regarding admission rests with the admitting institution.

#### 5.2 Professional status

Holders of this qualification typically work as project managers, team leaders, business analysts, business engineers, process managers

### 6. Additional information

#### 6.1 Additional information

#### 6.2 Additional information sources

Additional information (including a description of the national education system):

[www.seri.admin.ch](http://www.seri.admin.ch), [www.berufsberatung.ch](http://www.berufsberatung.ch), [www.bfs.admin.ch](http://www.bfs.admin.ch), and

[www.ig-bwi.ch](http://www.ig-bwi.ch)

### 7. Certification of the supplement

This diploma supplement refers to the following original documents:

- Ordinance of 27 August 2014 on the National Qualifications Framework for Vocational and Professional Qualifications (NQF-VPQ-O, SR 412.105.1);

- Core syllabus dated 19 May 2010.

State Secretariat for Education, Research and Innovation, SERI

Deputy Director

Josef Widmer

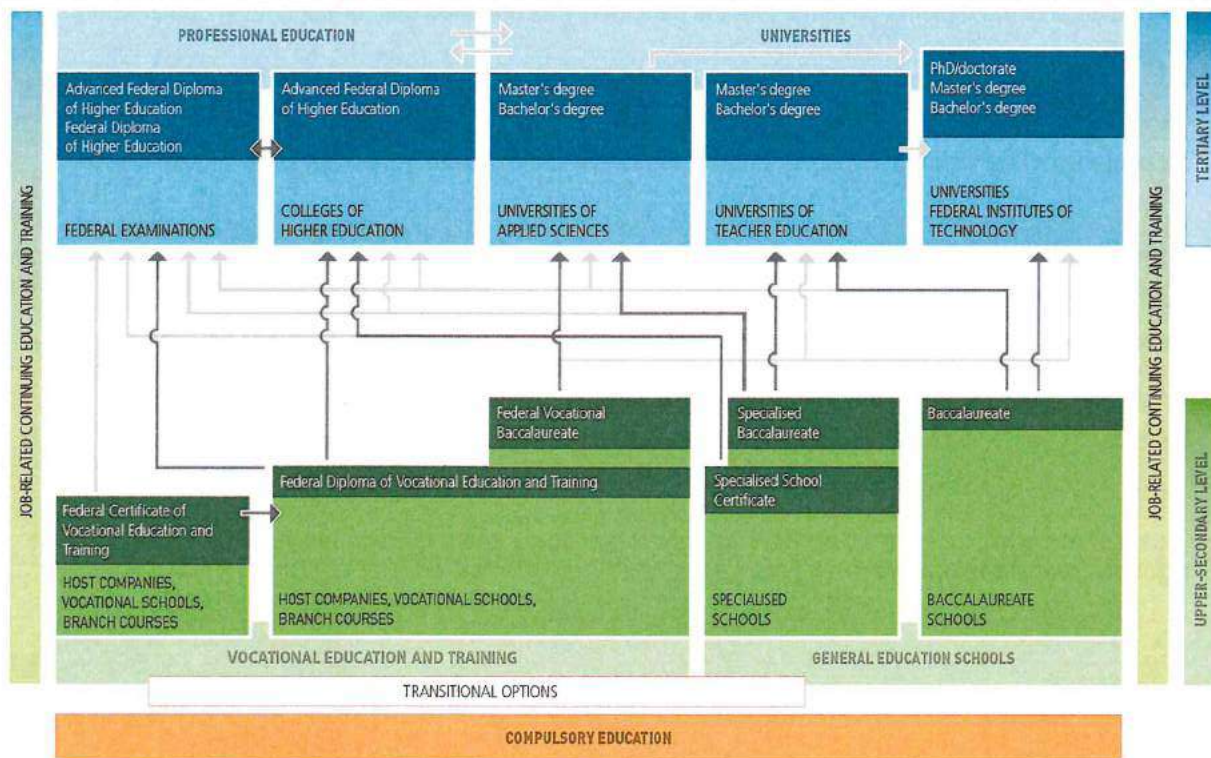


Date of issue of diploma supplement: 30. September 2019

Issued by: National reference point: State Secretariat for Education, Research and Innovation SERI,

[www.seri.admin](http://www.seri.admin)

## 8. Information on the national education system



ISCED = International Standard Classification of Education

SEP 2016

### Tertiary-level professional education

In Switzerland, tertiary-level education is divided into two sectors: the professional education sector and the university sector. There are two main pathways to tertiary-level professional qualifications: preparation for a federal examination for the Federal Diploma of Higher Education or the Advanced Federal Diploma of Higher Education; and study at a college of higher education leading to issuance of an Advanced Federal Diploma of Higher Education. Access to the professional education sector is open to holders of upper-secondary level vocational qualifications who have gained several years of work experience.

Professional education is highly practical in nature and consistently geared to the needs of the labour market. Professional organisations establish training content and ensure the quality of training programmes and examinations. Applied learning is encouraged as it enables new expertise to be quickly implemented and ensures a rapid rate of innovation. Holders of tertiary-level professional qualifications are highly skilled professionals who are able to handle challenging tasks as well as managers taking on a high level of responsibility. Holders of professional qualifications often hold executive positions and manage their own company.

### Upper-secondary level vocational education and training (VET)

State-regulated vocational education and training (VET) is the standard pathway leading to tertiary-level professional education. The Swiss VET sector comprises two-year programmes for the Federal VET Certificate as well as three- and four-year programmes for the Federal VET Diploma. Swiss VET programmes consistently combine theory and practice and provide learners with the knowledge and skills needed to work in the chosen occupation with little need for outside supervision. In addition to technical expertise, learners acquire methodological, social and personal competences. Most Swiss VET programmes are of the dual-track variety, meaning that training content is distributed across two main learning locations (vocational schools, which handle classroom instruction, and host companies, which handle apprenticeship training) and in some cases also a third learning location (branch training centres, which provide learners with training content not already covered by the first two training locations). There are also VET programmes where learners undergo full-time training at a vocational school. In both cases, it is very common for holders of vocational qualifications to be hired directly after graduation. Once holders of vocational qualifications have gained extensive work experience, they may go on to pursue tertiary-level professional education.

### Swiss education system

There are two main pathways within the Swiss education system, both spanning upper-secondary and tertiary level: vocational/professional, on the one hand, and general education/university, on the other. While it is possible to switch between these two pathways at any time and at any level, in some cases, certain conditions apply. Generally speaking, the Swiss education system is highly permeable in this manner.