



Diploma supplement

Swiss Confederation

1. Information identifying the holder of the qualification

1.1 Family name(s)	Muster
1.2 First name(s)	Peter
1.3 Date of birth	01.01.2000
1.4 Student number	1234.5678.90

2. Information identifying the qualification

2.1 Name of qualification and awarded title

**Expert in Financial Market Operations
Advanced Federal Diploma of Higher Education**

Expertin/Experte in Finanzmarktoperationen mit eidgenössischem Diplom
Experte/expert en opérations des marchés financiers avec diplôme fédéral
Esperta/esperto in operazioni dei mercati finanziari con diploma federale

2.2 Main field(s) of study for the qualification

Operational processes for financial instruments/ Investment fund market/ Operations management

2.3 Name of awarding institution

State Secretariat for Education, Research and Innovation (SERI), Zinsteinstrasse 2, CH-3003 Bern,
www.seri.admin.ch

2.4 Name of institution administering qualification

Swiss Financial Analysts Association (SFAA)
www.sfaa.ch

2.5 Language(s) of instruction/examination

French, German, Italian, English

3. Information on the level of the qualification

3.1 Level of qualification

National Qualifications Framework for Vocational and Professional Qualifications: Level 7
European Qualifications Framework: Level 7
Tertiary-level qualification (professional education)

Comprised of eight reference levels, the National Qualifications Framework for Vocational and Professional Qualifications is a translation instrument. See point 8. Information on the national education system.

3.2 Length of programme

The training programme lasts approximately 6 months without classroom teaching. Depending on previous training, the study time is approximately 300-400 hours, i.e. around 16 hours per week.



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

- a) Swiss Federal VET Diploma, Swiss Matura certificate or equivalent qualification and at least 5 years of relevant practical experience in the areas of banking, finance, IT, accounting, audit or compliance or
- b) Federal Diploma of Higher Education, Advanced Federal Diploma of Higher Education, Advanced Federal Diploma of Higher Education from a College of Higher Education, Diploma from a Swiss University of Applied Sciences or equivalent qualification and at least 3 years of relevant practical experience or
- c) a university degree (Bachelor's, Master's or Doctorate) or an equivalent qualification and at least 2 years of relevant practical experience

4. Information on the contents and results gained

4.1 Mode of study

Federal examination

4.2 Qualification requirements

Experts in Financial Market Operations are professional service providers in the field of operation support for activities related to the management, trading custody and administration of financial instruments. They manage several teams, which may themselves be supervised by technicians in Financial Market Operations (FMT). They possess a highly developed interdisciplinary technical and operational skills, which enable them to:

- manage and improve processes relating to the processing of transactions with financial instruments so that atypical tasks meeting the needs of the firm's sophisticated clientele can be executed while at the same time managing their company's risk exposure,
- develop, submit, introduce and monitor an efficient strategy for the required infrastructure and organisation for processing transactions in financial instruments, which supports the strategic development of the company
- contribute to financial innovation by recommending operational configurations to senior management for the handling of transactions in the financial instruments offered to the company's clients

4.3 Qualification details

Experts in Financial Market Operations have undergone training in the following process areas and work processes:

Operational processes for financial instruments: The following asset classes are covered: Money Market, FX, Equities, Bonds, Derivatives, Structured Products. For each asset class, the following topics are covered: Functioning and regulation of the primary and secondary market for instruments, principle of instrument valuation, operational handling of buy/sell orders and subscription/redemption orders, handling of corporate actions on instruments.

Investment fund and hedge fund market: Main hedge fund strategies, Swiss and European investment fund regulations, investment fund tax principles, investment fund management and accounting, role and responsibilities of the custodian bank, operational process for subscriptions/redemptions, compliance activities, risk management activities, supervision and control structure for investment funds.

Operations management: organisational models, operations governance, BCM, risk management and control, management of external service providers, change and run the bank, project management, technology development, models for the IT infrastructure of financial institutions, the main functional IT applications, ESG policy of financial institutions, team management principles.

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*

For an overview of the possible paths of education and training, see point 8: 'The Swiss education system'.

* The decision regarding admission rests with the admitting institution.

5.2 Professional status

This qualification entitles the holder to use the legally protected title of 'Expertin/Experte in Finanzmarktoperationen mit eidgenössischem Diplom – Experte/expert en opérations de marchés financiers avec diplôme fédéral – Esperta/esperto in operazioni dei mercati finanziari con diploma federale'.

Holders of this qualification possess the competence needed to handle unusual and complex tasks. As senior executives, they are also capable of conducting processes responsibly in a strategy-based working environment characterised by perpetual and unpredictable change.

6. Additional information

6.1 Additional information

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6.2 Additional information source

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

www.seri.admin.ch, www.berufsberatung.ch and

www.sfaa.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);

– Examination rules date 25 August 2021

State Secretariat for Education, Research and Innovation SERI
The State Secretary

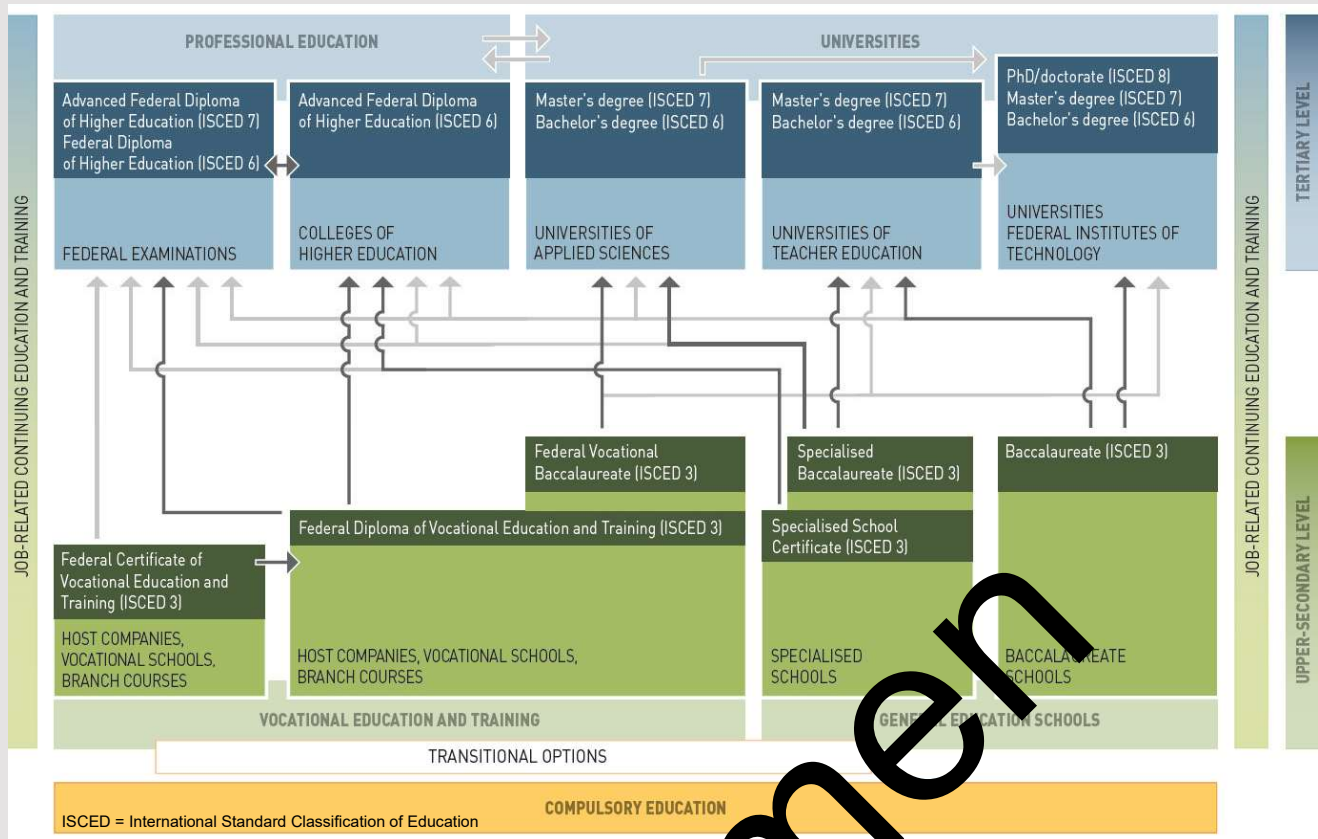


Martina Hirayama

Date of issue of diploma supplement:

Issued by: National reference point: State Secretariat for Education, Research and Innovation SERI,
www.seri.admin.ch

8. Information on the national education system



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 system 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.

National Qualifications Framework for Vocational and Professional Qualifications (NQF VPQ)

Comprised of eight reference levels, the National Qualifications Framework for Vocational and Professional Qualifications (NQF VPQ) is a translation instrument. By mapping these reference levels to those found in the EU's European Qualifications Framework for lifelong learning (EQF-LLL), it is possible to compare Swiss qualifications with those of other countries.

Additional information can be found here: www.supplementprof.ch