

## Glossary of Vocational and Professional Education and Training

The SDBB's top-selling publication, the Glossary of Vocational and Professional Education and Training somewhat unassuming due to its very practical small format, its content is nonetheless rich: 231 key terms are explained in as many brief and informative texts. It is also an indispensable publication for those who work in the VET field: e.g. guidance counsellors, vocational school teachers, apprenticeship trainers and learners. It may also help interested people from abroad to understand the Swiss VPET system.

For your convenience, we have compiled a complete list of terms used in the VET and PET fields, including those that may be "obsolete" or "incorrect" with cross-references to the 231 key terms that are defined in this edition of the glossary.

The glossary is part of the "Apprenticeship Training Manual", which can be obtained separately from SDBB Publishing in German, French and Italian.

The first English edition

The English terminology is based on the English versions of federal legislation such as the Federal Vocational and Professional Education and Training Act and its corresponding Ordinance, the Swiss Education Report 2014 and other publications by federal agencies. The English language version of this reference is the first time that it has been produced. All three of the previous editions were only available in three national languages of Switzerland.

The glossary has been prepared in conjunction with the State Secretariat for Education, Research and Innovation (SERI) and the Swiss Conference of VET Offices (SBBK). The State Secretariat for Economic Affairs (SECO) and the Federal Office for Migration (FOM). The English version of this glossary was produced within the framework of the "Bilingual VET programs for the Federal VET Diploma" project (Projet CFC bilingue) conducted by the Office for Vocational Guidance, Vocational Education and Training and Adult Education, Geneva (OFPC), Switzerland.

### Online version

The online version of the glossary may be consulted at [www.vpet.ch](http://www.vpet.ch). It is possible to switch from one language to another, from German to English and back again, from French to Italian and so on. This will be of great help for translations.

### **Short version**

The Glossary of Vocational and Professional Education and Training is the reference publication for VPET terminology and describes 231 key terms relating to this field. It is a useful reference handbook for apprenticeship trainers, VET specialists and learners. Online version in four languages: [www.vpet.ch](http://www.vpet.ch)

### **References**

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