

New 2019 Edition of the Training and Performance Records for the Federal VET Diploma in Commerce, “Services and Administration” branch

The Training and Performance Records (TPR) contain all the basic information that future professionals will need for their work-based training and the industry courses (IC) as well as for the work-based part of the qualification procedure in the commercial training and examination branch “Services and Administration”. The TPR are to be used as a manual for work-based training. They are also the official teaching material for the industry courses. The individual chapters summarise all branch-specific contents and instructions in a compact form.



Based on the currently valid list of performance objectives, this fourth edition of the TPR, issued in 2019, has been completely revised and simplified. The contents of the 2019 Training and Performance Records have now been divided into the following four chapters:

- Overview
- Planning and monitoring the training
- Professional competences
- Development and assessment of competences

You will find additional documents and examples for each chapter of the 2019 TPR at www.igkg.ch > [Kauffrau/Kaufmann EFZ D&A > Zusatzmaterialien LLD 2019](#).

The new 2019 edition is intended for young people beginning their apprenticeship as from summer 2019. The price per copy is CH 80.00. Any profits from the sale of this publication will go to support the work of IGKG Schweiz in the field of professional development.

Vocational trainers at a host company may continue to work with the 2017 TPR (3rd edition), provided that the chapter “IC Competence Records” has been updated.

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