FLYING TEACHERS
Learning. Languages. Everywhere.

2027

Bridge from CELTA to SVEB

Programme Information & Application



01. Course Information

The **SVEB-Zertifikat Ausbilderin / Ausbilder – Durchführung von Lernveranstaltungen (SVEB Trainer Certificate)** is the recognized Level I qualification for teaching adults in Switzerland, issued by the Swiss Association of Continuing Education (SVEB).

It is the foundational step in the AdA (Ausbildung der Ausbildenden) framework and represents the formal entry into the Swiss adult education profession.

This two-day Bridge course is designed specifically for teachers who **already hold a Cambridge CELTA or Trinity CertTESOL**. It fast-tracks your path to a local Swiss qualification, validating your existing English teaching skills and bridging them to the Swiss adult education system.

Upon successful completion of the Bridge course and the subsequent certification procedure, you will hold a qualification that greatly enhances your employability in Swiss public and private educational institutions.

02. Entry Requirements

To participate in this Bridge course, applicants must:

- Hold a valid **Cambridge CELTA** or **Trinity CertTESOL** certificate (a copy must be submitted with the application).
- Be ready to complete the pre- and post-course written assignments (approx. 4,000 words in total).
- Have the intention to fulfill the practical requirements for the final SVEB certification (see Section 08).

03. Who It's For

This course is for CELTA/Trinity qualified English teachers who want to:

- Secure a recognized **local Swiss qualification** (SVEB) to widen their employment opportunities.
- Gain a deeper understanding of the **Swiss educational system** and adult learning principles.
- Enhance their classroom management skills, focusing on group dynamics and cohesion.
- Transition smoothly from international TEFL frameworks to Swiss adult education standards.

04. Schedule and Workload

- Friday: 9:00 – 17:00 (In-person)
- Saturday: 9:00 – 17:00 (Online)
- **100% Attendance** is required for all sessions.
- **Pre-course assignment**: Due on the first day of the course.
- **Post-course assignment**: Due within two weeks of the end of the course
- Both assignments to be submitted electronically.

05. Course Overview

This two-day training programme is led by a SVEB-certified course trainer.

In-Person Sessions (Fri & Sat):

- Group dynamics, group development, and group cohesion.
- Student behaviour and managing classroom interactions.
- Digital teaching tools and methodologies.
- Overview of the Swiss educational system.

Assignments: 20 hours of self-study

- Pre-course assignment (approx. 2,000 words): Focuses on factors contributing to positive classroom dynamics, referencing your own teaching/learning experiences, theoretical solutions, and surveying adult language learners in Switzerland.
- Post-course assignment (approx. 1,500 words): Assess a video-recorded English lesson in relation to classroom dynamics, group cohesion, and the Swiss educational system.

06. Course Dates, Location & Fees

Course Dates for 2027:

- Spring course: 9th to 10th April 2027 (Two days, Fri & Sat)
- Autumn course: 15th to 16th October 2027 (Two days, Fri & Sat)

Format & Location:
The course is delivered in a blended format to offer maximum flexibility:

- Friday: Face-to-face
- Saturday: Online
- Location: Löwenstrasse 20, 8001 Zurich
- Time: 9:00 – 17:00

Course Fee:

- CHF 600 for Flying Teachers CELTA graduates
- CHF 690 for external participants

(Please note: The full amount is due 4 weeks prior to the course start date. To ensure a high-quality, interactive learning environment, the course will only take place if we have a minimum of 6 participants, with a maximum of 12).

07. Certification & Requirements for SVEB

At the end of the course, you will receive a **certificate of attendance** (provided you passed both assignments and attended all sessions). This document is required for the final certification procedure.

Important: The certification procedure must be completed within five years from the last day of the Bridge course. Please note that candidates are responsible for tracking this timeline themselves; Flying Teachers will not monitor it or send out reminders.

To receive the official SVEB Trainer Certificate, you must submit within 5 years of the course the following documents:

1. Copy of your **Cambridge CELTA** or **Trinity CertTESOL certificate**.
2. Copy of your Bridge course **certificate of attendance**.
3. **Pass grades** in the pre- and post-course assignments.
4. **Proof of Practice**: Evidence of at least 150 hours of teaching adults (groups of at least three people; max. 50 hours can be 1-to-1/two students) over a period of at least two years. (Note: Teaching that took place more than 5 years ago cannot be included).
5. A completed "**Nachweis Praxistunden als Ausbilder/in**" (Proof of Practical Hours form), found on page 6 of this document.

APPLICATION FORM

To apply, please complete the application form and send it, along with a copy of your CELTA / Trinity CertTESOL certificate, by email to Stella Coel at **stella.coel@flyingteachers.com**.

Course dates (please select the course you would like to apply for):

☐ **Spring Course:** 9th to 10th April 2027 (Two days, Fri & Sat)

☐ **Autumn Course:** 15th to 16th October 2027 (Two days, Fri & Sat)

PERSONAL INFORMATION

First Name(s) :

Surname :

Nationality :

Place of Birth :

Occupation :

Date Of Birth : D D M M Y Y

Mailing Address :

Street, City/Town, State/Province, Postal Code, Country

Phone Number :

Email Address :

Mother Tongue :

Languages Spoken :

Please state level of proficiency

How did you hear about Flying Teachers and/or about our Bridge to SVEB courses?

Please attach a copy of your original Cambridge CELTA or Trinity CertTESOL certificate to this application.

DECLARATION

- [ ] I confirm that all information provided is true and complete.
- [ ] I understand the course demands full attendance and commitment.
- [ ] I agree to the processing of my data for enrolment and selection purposes.
- [ ] I confirm I have read and agree to the Application and Cancellation Policy below.

Signature : Date / Location :

Application & Cancellation Policy

How to Apply:
Please complete the application form, clearly indicating which course date you are applying for. Attach a copy of your Cambridge CELTA/Trinity CertTESOL certificate and email both to Stella Coel at stella.coel@flyingteachers.com.

Payment:
The full amount of CHF 600 (Flying Teachers CELTA graduates) or CHF 690 (external participants) is due one month prior to the course start.

Cancellation & Withdrawal:

- Four to two weeks before the course: If you must cancel your participation within four weeks prior to the course start date, 50% of the course fees will be retained.
- Less than two weeks before the course: If you cancel within two weeks of the course start date, 100% of the course fees will be retained.
- During the course: Cancellation during the course will result in no refund. No refunds will be given if you do not complete or pass the course.
- Refunds/Balance: Any balance of retained fees will be forwarded to a future course with Flying Teachers or be refunded.
- Note: All retained amounts cover administration and other costs incurred.

Course Viability:
The course will only take place if we have at least 6 course participants. The maximum number of participants is 12.

FLYING TEACHERS

Language Consultants · Sprachschule

Nachweis Praxisstunden als Ausbilder/in

Name/Vorname: .....

Geburtsdatum: .....

Monat/Jahr	Kursbezeichnung: Titel/Thema	Auftraggeber/Institution	Anzahl TN über 16 J.	Anzahl Praxisstunden à 60 Minuten	Arbeitszeugnisse/Bestätigungen der Auftraggeber beigelegt
Total Stunden Übertrag:					

Ich bestätige die Richtigkeit der oben gemachten Angaben:

Datum: ..... **Signatur Antragsteller/in:** ..... **Signatur Flying Teachers:**.....

Löwenstrasse 20 • CH 8001 Zürich • https://www.flyingteachers.ch/ • tel: 044 3503344 • email: info@flyingteachers.ch

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Pre-course Assignment

Due on the first day of the course (approx. 2,000 words).

General info: The aim of the pre-course assignment is to enable you to research and write about factors that contribute to positive classroom dynamics when teaching groups of adults. Use practical examples throughout the assignment, making reference to your own experience as a language teacher or as a language learner. If you have no specific examples for English Language Teaching, alternative adult groups may be used (German classes you have attended, for example, or others). For the purpose of the pre- and post-course assignments, an "adult" is a person over the age of 18.

Task 1 (about 600 words):
Pinpoint an adult classroom scenario in which the classroom dynamics were what you would describe as 'very good'.

- Define factors that contributed to the harmony. What did the students do to contribute to the dynamics? What contributions did the teacher make?
- Define your overall satisfaction with the course. State how the learning objectives were achieved.
- Outline briefly how this experience influenced your own teaching.
- Outline briefly strategies and techniques used by the teacher that promoted a positive classroom atmosphere.

Task 2 (about 800 words):
From the perspective of being a teacher or one of the learners, outline an experience of poor classroom dynamics.

- Describe the classroom situation in which the poor dynamics occurred.
- Citing carefully referenced sources, outline theoretical solutions to the issue you experienced. You must include examples of classroom activities from the book *Classroom Dynamics (Hadfield)*.

Task 3 (about 600 words):
Interview a group of adults studying languages in Switzerland (at least three). Give them a questionnaire in English or German (according to the level of the group) in which you aim to find out:

- What constitutes a good classroom atmosphere
- What they understand by 'student cooperation' and what a good teacher does during a lesson
- Examples of activities they like to have in the classroom
- Specific examples of what a teacher can do to create a good learning atmosphere
- Specific examples of what contributes to a bad atmosphere

Write a summary of the conclusions you have drawn from the answers given by the adults. You do not need to enclose copies of the questionnaires to the assignment.

Recommended Reading: *Classroom Dynamics by Jill Hadfield (Oxford, 1999).*
Please include a bibliography at the end of your assignment listing any books you use.

Grading and Resubmission: The assignment will be graded Pass or Fail. If your pre-course assignment is considered unsatisfactory, you will have one opportunity to resubmit it. If still unsatisfactory after resubmission, it will be graded as Fail. The resubmission involves no extra charges for the course participants.

AI Policy: All submitted work must be your own original writing. The use of AI-generated text (e.g. ChatGPT or similar tools) is strictly prohibited. Submissions may be checked for AI use, and any work found to be generated by AI will be graded as a Fail.

Post-course Assignment

Due within two weeks of the end of the course (approx. 1,500 words).

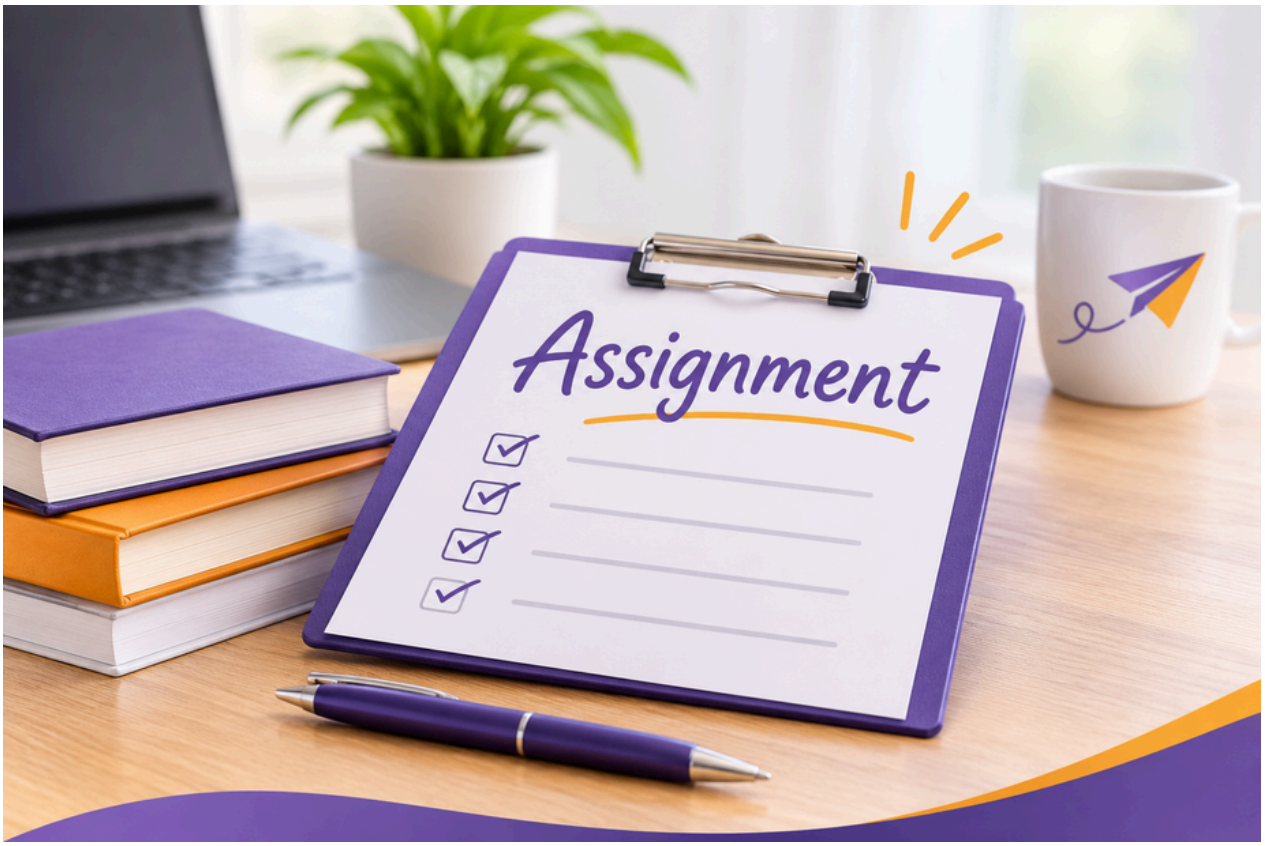
General Info: You will watch a video showing an English lesson and you will have to assess the lesson in relation to what you have learned on the Bridge course (classroom dynamics, the Swiss educational system, group cohesion, etc.). The instructions on how to complete the post-course assignment, as well as the link to the video, will be provided by Flying Teachers.

The post-course assignment is due within 2 weeks of the end of the course. An electronic copy of the assignment has to be sent to Flying Teachers by email (teachertraining@flyingteachers.com) or sent directly to your course tutor (email to be provided later).

Recommended Reading: *Classroom Dynamics by Jill Hadfield (Oxford, 1999).*
Please include a bibliography at the end of your assignment listing any books you use.

Grading and Resubmission: The assignment will be graded Pass or Fail. If your pre-course assignment is considered unsatisfactory, you will have one opportunity to resubmit it. If still unsatisfactory after resubmission, it will be graded as Fail. The resubmission involves no extra charges for the course participants.

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The AdA Pathway: From SVEB to Federal Diploma

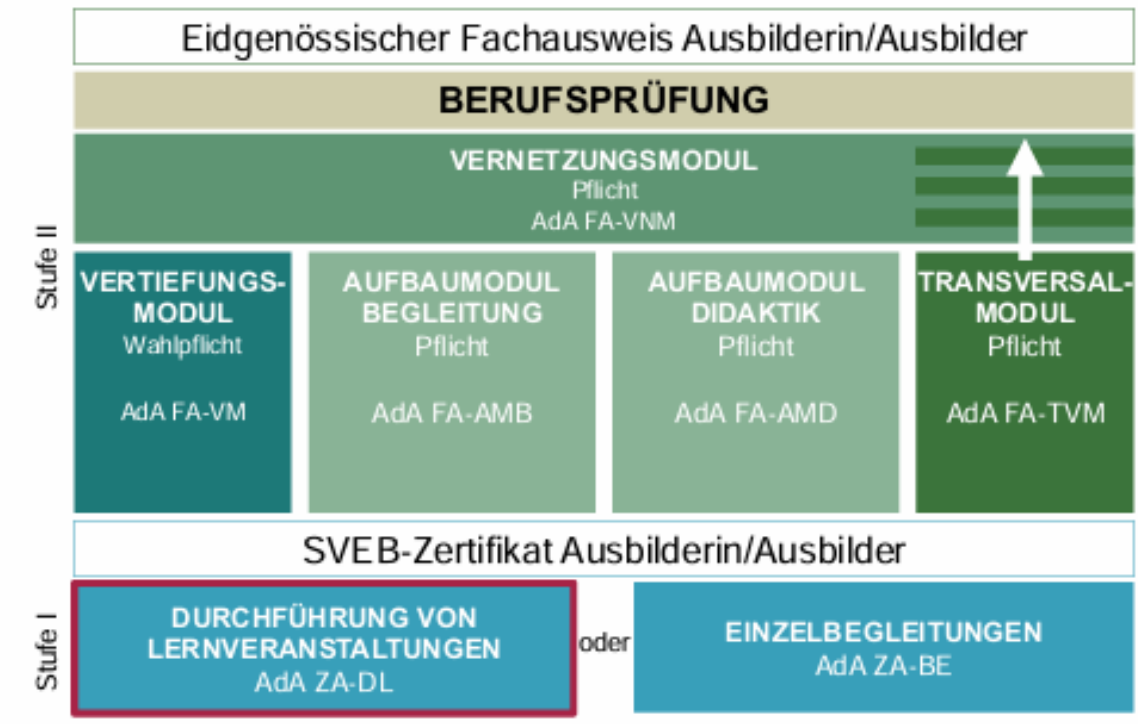
The **SVEB Certificate in Teaching Adult Learners (Level I)** is an entry-level qualification in the Swiss adult education system. It provides a foundation for those wishing to develop their careers in adult education and progress towards the **Federal Diploma of Higher Education for Trainers (Eidgenössischer Fachausweis Ausbilderin/Ausbilder)**.

The qualification pathway is modular. Following the Level I qualification, candidates can complete further modules at Level II and, subject to meeting the admission requirements, apply to sit the Federal Professional Examination.

The Level II pathway includes the following modules:

- **AdA FA-AMB – Advanced Module in Individual Learning Support**: Supporting and accompanying individual adult learners.
- **AdA FA-AMD – Advanced Module in Didactics**: Planning, designing and evaluating learning activities for adults.
- **AdA FA-TVM – Transversal Module**: Developing cross-disciplinary professional competences.
- **AdA FA-VNM – Integration Module**: Designing and supporting the transfer of learning into professional practice.
- **Specialisation Module (VM)**: One recognised specialisation module, selected from the approved options.

Candidates must also meet the relevant professional experience and examination admission requirements. Successful completion of the required modules alone does not automatically award the Federal Diploma.



Procedures for Appeals and Complaints

Candidates who wish to enquire about or discuss their assessment results should first contact their course tutor to seek an informal resolution.

If the matter cannot be resolved through discussion with the tutor, the candidate may submit a formal appeal in writing **within 30 days of receiving the result**.

The appeal must clearly state the grounds on which it is based and be addressed to:

Flying Teachers GmbH
Teacher Training
Löwenstrasse 20
8001 Zurich
Switzerland

The School Management will review the appeal and decide on one of the following outcomes:

- **Appeal upheld:** The result is changed to “Pass”.
- **Reassessment:** The candidate is given the opportunity to repeat the assessment.
- **Appeal rejected:** The original assessment result is upheld.

If the candidate is dissatisfied with the school's decision, they may submit a formal complaint to SVEB **within 30 days of receiving the school's decision**.

The complaint must be submitted in writing, clearly state the grounds for the complaint and be addressed to:

SVEB Schweizerischer Verband für Weiterbildung
Hardstrasse 235
8005 Zurich
Switzerland

SVEB will examine whether the applicable assessment and appeals procedures have been followed correctly.

Please note that a procedural advance payment of **CHF 350** is required when submitting a complaint to SVEB. This amount will be refunded if the complaint is upheld.

Financial Support: Federal Subsidies (SBFI)

Continuing your education in Switzerland is highly supported by the government. If you decide to advance to the Federal Diploma (Eidgenössischer Fachausweis Ausbilderin/Ausbilder) after completing your SVEB Certificate, the Swiss Confederation (SBFI) offers substantial financial support for the preparation courses (Level II modules).

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Eidgenössisches Departement für Wirtschaft, Bildung und Forschung WBF
Staatssekretariat für Bildung, Forschung und Innovation SBFI

How it works:

- **50% Reimbursement:** The Swiss government will reimburse 50% of your course fees for recognized preparatory courses leading to a Federal Professional Examination.
- **Maximum Amount:** You can receive up to **CHF 9,500** back for the Berufsprüfung (Federal Diploma).
- **No Risk:** The claim exists regardless of whether you pass or fail the exam. You just need to have completed the exam.

Requirements to Claim:

- You have completed a recognized preparatory course.
- You have paid the course fees (keep your invoices and payment confirmations).
- You have taken the Federal Examination (keep the examination decree).
- Your tax residence is in Switzerland.
- You must submit the application within 2 years of receiving your exam results.

How to Apply:
After completing the Federal Examination, you simply register on the SBFI online portal, upload your invoices, payment confirmations, and exam decree, and the government will transfer the funds directly to you.

More Information:
www.sbfi.admin.ch/bundesbeitraege
Contact: bundesbeitraege@sdbb.ch



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Head Office Zurich

Course Administration + Training Centre

Löwenstrasse 20, 1st floor, 8001 Zürich
Mon–Fri 8.00–18.30
Sat 9.00–12.00
office@flyingteachers.com
+41 44 350 33 44

Training Centres Zurich

Löwenstrasse 20, 8001 Zürich
Mon–Fri 8.00–18.30
Sat 9.00–12.00

Elias-Canetti-Strasse 7A, 8050 Zürich
Mon–Fri 08.00–17.00

Schaffhauserstrasse 235-241, 8057 Zürich
Mon–Fri 08.00–17.00

Beckenhofstrasse 6, 8006 Zürich
Mon–Fri 08.00–17.00

Office + Training Centre Bern

Marktgasse 25, 3011 Bern
(Entrance Amthausgässchen 3)
Mon, Tue 08.00–18.00
Wed–Fri 08.00–17.00

office.bern@flyingteachers.com
+41 31 311 55 13

Office + Training Centre Deutschland

Bundesstrasse 20
20146 Hamburg
Mon–Fri 08.30–17.30

office.germany@flyingteachers.com

Office + Training Centre Spanien

Teachers Net
Avenida Juan Carlos I
07580 Capdepera
Mon–Fri 08.00–17.00
+34 622 131 955

www.flyingteachers.com/en/language-courses/teachers/cambridge-english-certificates