

DIGITAL COLLABORATION SPECIALIST (DCS)

SWISS PROFESSIONAL BACHELOR (BREVET FEDERAL)

The Digital Collaboration Specialist with Federal Professional Certificate (Brevet fédéral) supports the digital transformation of organisations. They plan ICT solutions and support their implementation, help teams collaborate digitally, enable teams through advice and training on digital products, and monitor and act on digital technology developments. Source: ICT-Formation professionnelle Suisse / Société suisse des employés de commerce, règlement d'examen du 26 janvier 2022, ch. 1.2.

Programme Structure

Language of study: English

Language of federal exam: French, German or Italian (English – coming soon)

Official duration: 24 months (2 years)

Total training hours: 274 h – 92 h pre-recorded + 182 h live online

Qualification awarded in case of successful exam: Professional Bachelor, specialisation Digital Collaboration Specialist with Federal Professional Certificate (Brevet fédéral)

Mode of delivery: Blended – pre-recorded theory modules + live online sessions, alternating fortnightly

Start of classes: 1 February 2027

Admission Requirements

Candidates are admitted if they meet one of the following three conditions:

- a) Hold a Federal VET Diploma (CFC) as a commercial employee, ICT specialist, mediamatician, or ICT operator (or an equivalent qualification), and have at least 2 years of professional practice applying ICT after obtaining the diploma.
- b) Hold a Baccalaureate (gymnasiale), a specialised Baccalaureate, a vocational Baccalaureate, or an equivalent qualification, and have at least 3 years of professional practice applying ICT after obtaining the diploma.
- c) Hold a CFC from another initial vocational training, or an equivalent qualification, and have at least 4 years of professional practice applying ICT after obtaining the diploma.

Source: règlement d'examen du 26 janvier 2022, ch. 3.31, ICT-Formation professionnelle Suisse / Société suisse des employés de commerce.

Foreign Applicants

Foreign candidates must have a sufficient level of French, German or Italian (or English, from 2027) to sit the federal exam. Responsibility for meeting this linguistic level lies with the candidate.

Exam sessions are held in person in Switzerland. Foreign applicants are responsible for completing all administrative steps required to obtain a visa and for their own travel costs to Switzerland. SIIL can assist with the visa application process.

Federal Exam Structure

Exam part	Weight	Format
Part 1 — Digital change & transformation	50%	Written project work (completed beforehand) + 45 min oral presentation & professional interview
Part 2 — Digital collaboration	25%	Written case study & mini-cases, 240 min
Part 3 — Empowering teams	25%	Oral, Critical Incidents, 60 min

Pass conditions: overall grade ≥ 4.0 ; Part 1 grade not below 4.0; Parts 2 and 3 grades not below 3.0. Part 1 evaluates competency domains a, d, e; Part 2 evaluates domain b; Part 3 evaluates domain c. Source: règlement d'examen du 26 janvier 2022, ch. 5.11, 5.12 and 6.41.

Modules & Competencies Studied

Code	Competency	Module	Exam part
M625	Tool evaluation	Verify & evaluate digital collaboration tools	Part 2
M626	Channel selection	Select digital channels & tools according to the situation	Part 2
M627	Content production	Produce content for digital media	Part 1/2
M628	Channel management	Manage & optimise digital channels	Part 2
M629	Learning design	Develop learning sequences	Part 3
M630	Meeting facilitation	Plan & lead interactive meetings	Part 1/2/3
M631	UX design	Design user-centred interactions (UX)	Part 1/2
M632	Data analysis	Analyse & evaluate data	Part 1
M633	Change management	Initiate & support change processes	Part 1
M634	Service landscape	Maintain the service landscape for digital collaboration	Part 1/2
M646	Trend monitoring	Research digital technology trends & derive measures for an organisation	Part 1
M690	Project management	Plan, steer & monitor ICT projects	Part 1

Fees & Practical Information

Preparatory course fee: EUR 8,000

Federal exam fee: CHF 2,900 (2026 official tariff). Late registration: CHF 250. Withdrawal fees: CHF 300 (up to 6 weeks before the exam) or CHF 400 (later, with valid reason)

Start of classes: **1 February 2027**