



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Swiss Confederation

**Swiss Armed Forces**

### Certification

Within the context of **didactical and methodological education**, participants may acquire the Federal Instructor's Certificate in accordance with the requirements of the Swiss Federation for Adult Learning (SVEB). The final certificate proves that the absolver is competent to organise and conduct adult educational courses. The training modules to be completed are the following:

- Conducting adult educational courses (BTC, module 1);
- Guiding group processes in adult education (BTC, module 2);
- Informing and supporting learners (BTC, module 3);
- Planning adult educational courses (BTC, module 4);
- Shaping adult educational courses didactically (BTC, module 5).

Within the context of **leadership training**, the prospective professional NCOs may qualify for the Federal Leadership Certificate in accordance with the requirements of the Swiss Federation for Leadership Instruction (SVF). Moreover, candidates are enabled to teach their skills learnt in cadre schools ('FUM' subjects).

#### Training contents:

- Self-knowledge;
- Personal working technique;
- Communication and informing;
- Conflict management;
- Leading a group;
- Leadership.



The Armed Forces Professional NCO School in Herisau

# The Professional NCO School of the Armed Forces BUSA

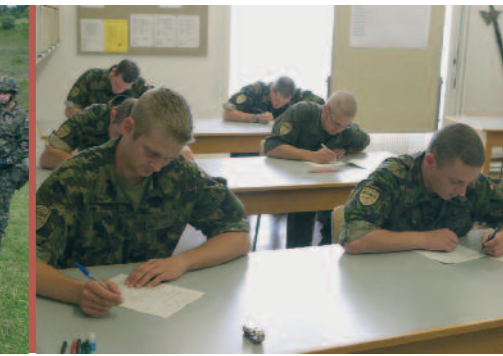


#### Armed Forces Professional NCO School BUSA

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## The Professional NCO School of the Armed Forces (BUSA)

The BUSA is the place of training for professional NCOs of all branches of service of the Swiss Armed Forces. During the **Basic Training Course (BTC/GAL)**, which lasts two years, the NCOs are given the relevant tools and know-how that enable them to teach and lead successfully in recruit and cadre schools. The **Advanced Training Courses (ATC/ZAL)** prepare experienced NCOs to take on new functions. Considerable numbers of military and civilian personnel attend the **Supplementary Training Courses (STC/WAK)** at the BUSA every year. Within the Interoperability Roadmap, the BUSA is responsible for the NCOs' **International Training**. Additionally, recently engaged **contracted military personnel** receive their **basic training** in Herisau.



### The mission of BUSA

BUSA is the training centre for professional NCOs; it is also in charge of the training of specialist teachers in the methodological-didactical field.

The tasks of BUSA are set as follows:

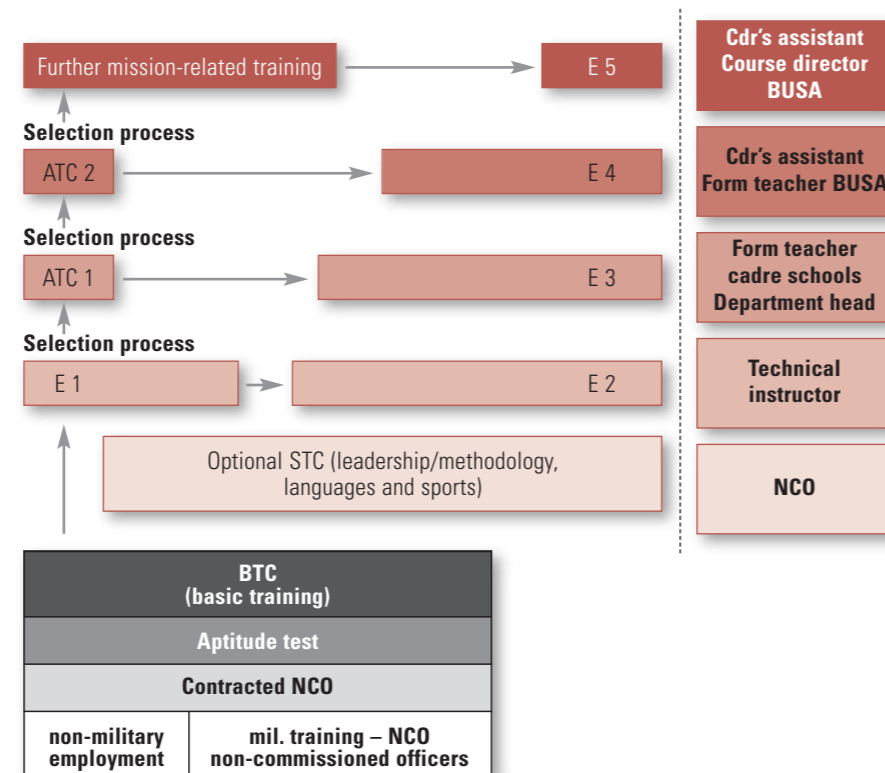
- Organisation of the Basic Training Courses (BTC/GAL) for prospective professional NCOs;
- Organisation of the Advanced Training Courses (STC/WAK) and Supplementary Training Courses (ATC/ZAL) for professional NCOs;
- Centre of Competence for sports;
- Centre of Competence for three national languages: German, French and Italian;
- Responsibility for the basic and further training of specialist teachers in the field of methodology and didactics;
- Readiness to take on modules/sequences of training offered at the HKA (Armed Forces College) level and to support various specific activities.

### Requirements and Career

Prospective candidates need to meet the following requirements:

- Completion of an apprenticeship of at least three years' duration with a certificate of competence according to the Swiss Law of Professional Education, or equivalent/higher diploma or degree from a government-certified educational institution;
- Knowledge of a 2<sup>nd</sup> national language;
- Good qualifications from previous military services;
- Qualify fully for the military professional insurance;
- Holding the B category driving licence;
- Having passed all aptitude tests for professional NCOs.

#### Training/Career for NCOs



### Courses

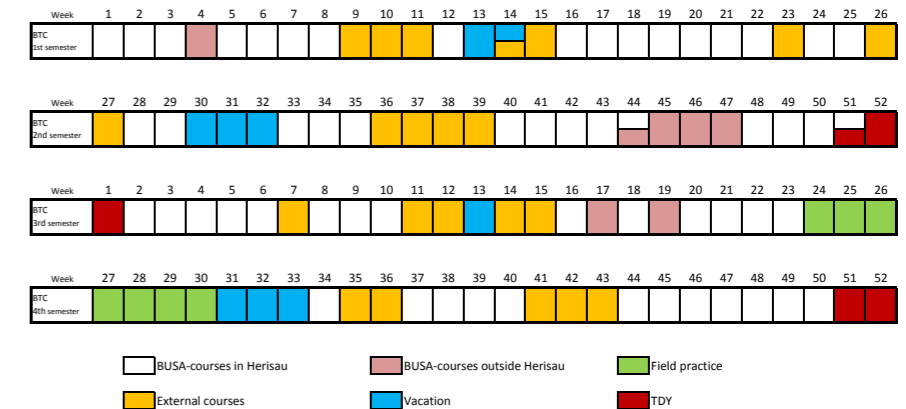
#### Basic Training Course (BTC/GAL)

During the Basic Training Course, which lasts two years, participants acquire the relevant general and military knowledge and skills which enable them to work as military instructors, leaders and educators. At the end of the course, they are awarded the Federal Diploma as professional NCOs and are then promoted to the position of Warrant Officer (OR 8).

Training modules BTC BUSA		h
Module 1	Conducting adult educational courses	164
Module 2	Guiding group processes in adult education	70
Module 3	Informing and supporting learners	58
Module 4	Planning adult educational courses	76
Module 5	Shaping adult educational courses didactically	52
Module 6	Basics of business administration	12
Module 7	Military skills training units (BUSA internal)	590
Module 8	Military skills training units (external courses)	684
Module 9	Civics	256
Module 10	Leadership and Armed Forces Leadership Regulations	274
Module 11	Languages (native, 2 <sup>nd</sup> national, English)	250
Module 12	Information technology	40
Module 13	Physical education	320
Module 14	Military routine	178
Module 15/16	Process planning, holiday and furlough planning, etc	628
<b>TOTAL</b>		<b>3652</b>

#### Schedule 2-year Basic Training Course

(Exemple BTC von Salis 09/10 and BTC Pfyffer 10/11)



#### Supplementary Training Courses (STC/WAK)

During the Supplementary Training Courses, the knowledge and skills acquired in previous courses are enhanced and updated, moreover the participants' general knowledge is deepened. These courses are organised periodically. They are attended by a large number of military and civilian personnel annually.

The BUSA offers courses in the following fields:

- leadership and methodology
- languages
- physical education

#### Advanced Training Courses (ATC/ZAL)

The Advanced Training Courses, which take place at the BUSA, prepare highly experienced professional NCOs for new functions. After completion of ATC/ZAL 1, the absolvers are able to work as class instructors in cadre schools, as department heads, or in equivalent functions.

Completion of ATC/ZAL 2 is the precondition for the function of school commander's assistant or form teacher at the BUSA.

#### Basic training and refresher courses for contracted military personnel

Newly employed contracted military personnel attend basic training and refresher courses at the BUSA to be fully prepared for their new professional challenges.

#### International NCO Training Courses

The target of our school's international NCO training is interoperability. The BUSA offers courses geared at Interoperability Stages 1 and 2.