



1. September 2025

## **Information sheet for completing the IPA in English**

This applies to companies where business is mainly conducted in English and where the supervisor in charge of apprentices and their final examinations (Vorgesetzte Fachkraft, VF) comes from the English-speaking world.

PK21, in consultation with the Office of Intermediate and Vocational Schooling of the Canton of Zurich (MBA, Mittelschul- und Berufsbildungsamt), allows a candidate to complete the entire examination in English under the following conditions:

1. The candidate must have regularly used English as a working language, at least within the last 12 months.
2. The company and all persons involved must agree.
3. The candidate must participate on a voluntary basis.
4. PK21 will not translate any documents, regulations, or evaluation criteria into English. This must be done by the respective company.
5. Evaluation criteria such as clarity, spelling, expression, and linguistic style will also apply to the English part of the examination.

**PK21 will reject English as a reason for appeal.**

For the benefit of the candidate, PK21 strongly recommends careful consideration before deciding to take the vocational examination in English.

### **Differentiation**

The rules described here apply specifically to:

- Task definition
- Validation
- IPA report (including the required products)
- Presentation
- Technical discussion ("Fachgespräch")

Product-related documentation (e.g., program comments, user instructions) may be written in the language required by the customer.



### **Procedure**

1. The candidate must confirm in PkOrg History (Notification CEX) that they have read this information sheet and agree with the conditions.
2. The examination language must be indicated in the "title" ("Thematik") field in PkOrg IPA title as: (IPA English).
3. The task definition comment field must specify that the following examination components will be performed in English:
  - Task Definition
  - Validation
  - IPA Report
  - Lecture Presentation
  - Demo Presentation
  - Technical Discussion

Best regards,

Vivienne Merz  
President PK21