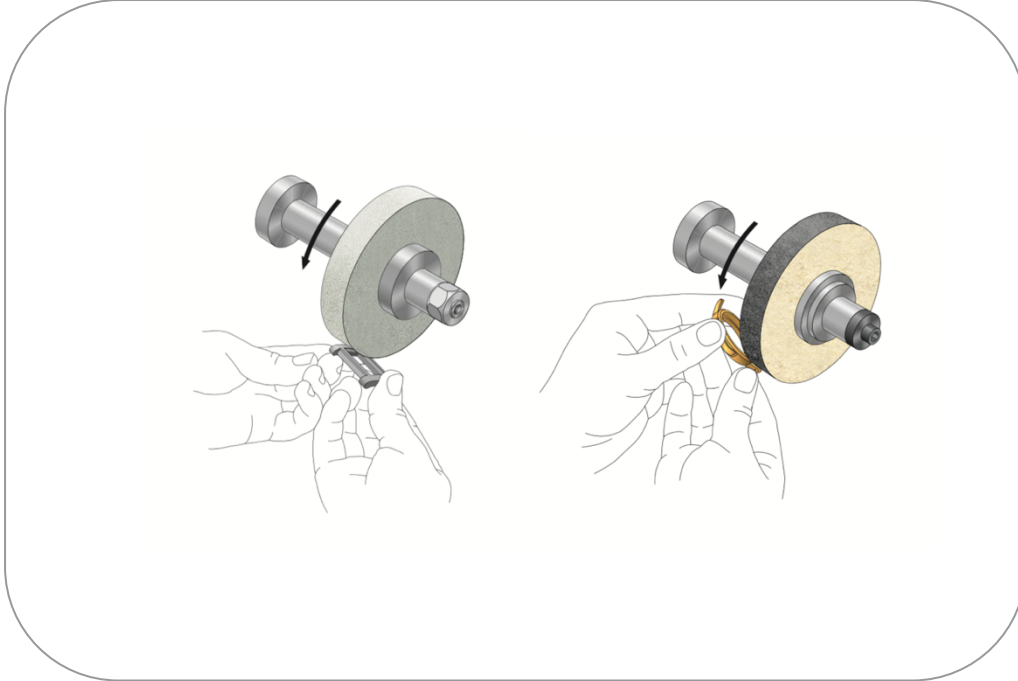


# Polishing - Preparation Techniques

5 days



Techniques for effective removal of marks, scratches and other imperfections on external watch components.



Watchmakers of Switzerland Training and Educational Program  
Centre Suisse de formation et de perfectionnement horloger





## WOSTEP – WHO ARE WE?

Founded in 1966 and supported by the Swiss watch industry, the Fondation WOSTEP, located in the cradle of watchmaking in Neuchâtel, offers training programs covering several watchmaking professions. As a reference centre for watchmaking training and development worldwide, the Fondation WOSTEP transmits unique know-how through cutting-edge teaching. The range of training programs and consulting services offered by WOSTEP are considered quality standards. Employers around the world recognize WOSTEP certification as a proof of technical competence and demonstration of a solid training.

The neutral and independent Fondation WOSTEP is supported by 6 active members who together generate 90% of the turnover of the watch industry in Switzerland. Its ambition is to preserve and promote Swiss know-how abroad. Two pillars of the Foundation are the courses offered in Neuchâtel and the partnership with several schools abroad. The standardization of training programs and evaluation criteria implemented in cooperation with the industry ensures a true Swiss Made on a global scale.

With more than 50 years of experience, WOSTEP manages innovative projects with the close support of its members and donors and positions itself as a real training and skills center of the future.

## CERTIFYING TRAINING

The Neuchâtel school offers certifying training in watchmaking and polishing.

The watchmaking programs are run through a phase of Watch Technician, then Customer Service Watchmaker after one year. Finally, Watchmaker is the additional year more specialized in manufacturing which allows to arrive at a panel of knowledge worthy of traditional haute horlogerie. The student develops in-depth and specific skills in tool maintenance, diagnosis with defect identification, maintenance, movement adjustment, complete service, polishing, precision adjustment, micromechanics and watch manufacturing.

The Customer Service Polishing Technician is a program that allows the reconditioning, disassembly and reassembly of watch cases and bracelet components made of various base metals according to their technical and aesthetic characteristics.

These certification programs make it possible to reach a high level in watchmaking and polishing careers with specific opportunities in international haute horlogerie.

*Note: Certificates – titles recognized for their practical part by the Convention Patronale de l'Industrie Horlogère Suisse (Swiss Watch Industry Employers Federation) / based on governmental orders of the SEFRI (Secrétariat d'Etat à la Formation, à la Recherche et à l'Innovation (SERI - State Secretariat for Education, Research and Innovation).*

## COURS À LA CARTE

To complete our offer, the school hosts multipurpose courses. Practical or theoretical à la carte courses can be developed and implemented on demand. Train the Trainer, Complete Service Standard Operation, Chronometry, Balance Hairspring Manufacturing, Chronograph, Turning, as well as modular and specific polishing courses, such as laser welding refilling, are given regularly.

More details can be found on our website.

## COURSE CURRICULUM

### Course description

The 5-day WOSTEP *Preparation Techniques* course gives the participant the opportunity to learn different preparation techniques such as grinding with grinding wheels and felting. These techniques, while mainly applicable to round-shaped pieces, will also allow you to work on flat parts.

### C52 – POLISHING - PREPARATION TECHNIQUES



Duration: 5 days

### Main topics

Theoretical instruction and practical preparation exercises will be performed using grinding and felt polishing techniques on the case middle, case back, bezel and bracelet.

### Career opportunities

With the *Preparation Techniques* course participants will gain a good base to start an efficient polishing intervention and gain strong skills in offering polishing excellence, a good base for customer services and independent repair centers.

### Requirements and target audience

The *Preparation Techniques* course is open to anyone working in the polishing field who wishes to acquire or improve their preparation techniques skills.

## TIMETABLE AND PARTICIPANTS

- Monday to Friday: 08:30 – 12:00 / 13:30 – 17:00.
- Maximum 6 participants per session.

## LOCATION

Fondation WOSTEP, Rue des Saars 99, 2000 Neuchâtel, Switzerland

## REQUIRED MATERIAL

All the equipment, accessories, components and consumables will be provided by WOSTEP, except for loupes (recommended magnifying size for the polishing course: x 2,5).

## MEALS

Meals are not provided and are at the participants cost.

## ACCOMMODATION

Participants will receive a list of hotels in Neuchâtel with the confirmation of the course in order to make their own reservation.

## COURSE FEE

- **CHF 2'400.-** per person (accommodation and meals not included)
- -10% discount for member brands + donators
- -75% discount for partnership teachers

## ATTESTATION

An attestation will be delivered upon completion of the course.

## POLISHING – PREPARATION TECHNIQUES COURSE REGISTRATION

### Session selection

Please indicate your choice of session date/period\*: .....

*\*Select from published program/course dates online or enclosed flyer.*

### Personal details – please fill in CAPITAL letters

☐ Ms. ☐ Mr.

Last name (s): .....

First name (s): .....

Employer: .....

Present occupation and responsibilities: .....

### Mailing address

Name / Company name (if applicable): .....

Street address, n°: .....

Post office box: .....

Zip Code - City: .....

Country: .....

Home phone: .....

Work phone: .....

Mobile phone: .....

Home e-mail: .....

Work e-mail: .....

### Invoice address (if different from the above mentioned)

Name / Company name (if applicable): .....

Contact person: .....

Street address, n°: .....

Post office box: .....

Zip Code – City: .....

Country: .....

## WHERE/HOW DID YOU HEAR ABOUT WOSTEP?

☐ WOSTEP student(s) ☐ Employer ☐ Advertisement ☐ Internet

☐ Other: .....

Date: ..... Signature: .....

To register for the course, kindly complete this form and send to [wostep@wostep.ch](mailto:wostep@wostep.ch) or register directly through our website under [www.wostep.ch/training/programs](http://www.wostep.ch/training/programs).

## EDUCATION, EXPERIENCE AND SELF-ASSESSMENT – PREPARATION TECHNIQUES

Name of school / Company	Period of time	Hours of training
Self-taught		

### Professional experience (after training):

Name of employer	Full-time	Part-time	Period of time
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

### Polishing experience:

Number of years: .....

Watch brand / product / external component you are most experienced with (case middle, case back, bezel, bracelet):

.....  
.....

Evaluate your level of understanding/acquisition for the criteria below, using the following scale:

**Level 1:** None

**Level 2:** Beginner

**Level 3:** Confident

Competence	Level of understanding / acquisition		
	1	2	3
Sandblasting-Microbeadblasting			
Lapping			
Grinding			
Felt polishing			
Satin finishing			
Polishing – Final finishing			
Cleaning			
Jewellery			
Other?			

Please reconfirm your choice of session date/period\*: .....

*\*Select from published program/course dates online or enclosed flyer.*

Last name: ..... First name: .....

