

Handbook for the IKAM-Accreditation

of

Eurythmy Therapy Trainings

in the Medical Section
of the School of Spiritual Science
at the Goetheanum

January 2011



Medical Section
Goetheanum
Dornach /Switzerland
Eurythmy Therapy Forum/Network

PUBLISHING INFORMATION

Version: January 2011

Publisher:



Forum/Network
Eurythmy Therapy

Tel: 0049-2302 941203

Fax: 0049-2302 941205

E-Mail: info@forumHE-medsektion.net

Website: www.forumHE-medsektion.net

Bank Account:

Bank: Volksbank Dreilaendereck EG
Account Name: Med. Sektion / Foerderstiftung AM

A/C No: 970760

Sort Code: 683 900 00

IBAN: DE92 6839 0000 0000 9707 60

BIC/Swift: VOLODE66

Ref: 1258-01, Akkr.-Handbuch

Handbook for the Accreditation of Eurythmy Therapy Trainings

Fundamental Considerations

The International Council of Eurythmy Therapy Trainers is a network in which, on the one hand, every training centre has its own distinctive profile and, on the other, the field of eurythmy therapy training appears as a coherent entity with its own identity, through a continual process of mutual perception and shared learning and development.

The members of the International Council of Eurythmy Therapy Trainers understand accreditation to be a reciprocal process of quality development as an equitable and binding collaboration which opens the way to shared learning and new possibilities for action.

The Curriculum Framework, jointly developed between 2004 and 2007, is recognized as the valid basis for mutual accreditation. In it the fundamental requirements as to content of a Eurythmy Therapy Training are set down and will be further developed.

The need for accreditation of trainings arises from different perspectives for:

- ◇ *Students*, and *applicants* choosing a training centre;
- ◇ *Organizations*, regarding the quality and competence of their co-workers;
- ◇ *Training centers* in their work together;
- ◇ the *Council of Trainers* itself and the *International Forum/Network (Medical Section)* in their internal and external representation of the professional profile of Eurythmy Therapy.

Accreditation within the international network of eurythmy therapy trainings in the Medical Section is not intended to replace the accreditation of training centers within their different national jurisdictions. Here the trainings are subject to the conditions of national legislation pertaining to trainings. These provide the basis for the progress of trainings toward state accreditation and for the legal status of graduates under employment law.

The accreditation process described here provides for the mutual accreditation of eurythmy therapy trainings in the context of the Medical Section of the School of Spiritual Science at the Goetheanum — analogous to the accreditation procedures of other professions in the field of anthroposophic medicine.

Considerations

Perspectives

Accreditation

In developing and assuring basic training standards in regard to form and content, the accreditation has the following aims:

Aims

- ◇ to safeguard the public representation of eurythmy therapy trainings by the Medical Section, through the fulfillment of international standards
- ◇ to foster communication and transparency among those carrying Eurythmy Therapy Trainings
- ◇ to achieve worldwide mutual recognition of the range of trainings offered by the different Eurythmy Therapy Trainings.

Introduction

Application for accreditation should be addressed to the Accreditation Mandate Group of the Council of Eurythmy Therapy Trainers, where it will be formally examined. If necessary, the Mandate Group will consult the Eurythmy Therapy Training in question for further information or corrections. It then names the auditors. The auditors examine the application, consult the training where necessary, visit the site of the training, and give their recommendation. This may take the following forms:

Application

- ◇ a recommendation for accreditation
- ◇ a recommendation for accreditation with conditions attached
- ◇ a recommendation for refusal of accreditation

A final decision is made by the Council of Eurythmy Therapy Trainers as a responsible group of the Medical Section.

Decision

The accreditation is valid for a period of 5 years, when it must be re-applied for. Should there be fundamental changes to the character of the Training during that 5-year period, re-application is also required.

Following successful accreditation the Eurythmy Therapy Training may use the following declaration:

Accreditation

"Accredited by the Medical Section of the School of Spiritual Science, Goetheanum, Dornach, Switzerland, as represented by the International Council of Eurythmy Therapy Trainers."

The Accreditation Procedure

Overview of the whole process

The accreditation of Eurythmy Therapy Trainings follows a written application to the Accreditation Mandate Group (see Appendix 1: Main Data List; Appendix 2: Questionnaire). After the required documentation has been received (at least four weeks before the date of the Audit), the Mandate Group appoints between one and three Auditors, according to the scope of the Audit. They examine the documentation, confer with the Training and conduct the Audit at its premises.

Application

The Auditors should be capable of evaluating the carrying faculty of the Training as to its eurythmy-therapeutic, adult educational and medical & scientific qualification.

After the Audit has been carried out, the Auditors present a Report to the Accreditation Mandate Group (see Appendix 3: Audit Report Form). This Report contains a recommendation: a) to accredit the Training; b) to accredit the Training with conditions attached; or c) not to accredit the Training.

Audit

The Accreditation Mandate Group examines the Audit Report and forwards a recommendation (with the Main Data List and Audit Report Form) to the Council of Eurythmy Therapy Trainers. The Council decides consensually whether to accept the recommendation. If the Auditors recommend unconditional accreditation or conditional accreditation, the Training is entitled, once the recommendation has been communicated to it in writing, to put the following formulation in its publicity: "Accreditation applied for to the International Council of Eurythmy Therapy Trainers in the Medical Section of the School of Spiritual Science at the Goetheanum in Dornach, Switzerland".

The Mandate Group's recommendation should generally be announced within three months of receipt of all the accreditation documentation.

Recommendation

A fee will be charged to cover the costs of the work of the Auditors and the Mandate Group (see "Fee Structure" below).

The Accreditation is valid for five years, after which time it expires. It will also expire if there are fundamental changes in the basic approach of the Training, the qualifications of the tutors, the methods, or the basic conditions.

Costs

The Training must then make a new application.

	The Course of the Accreditation	Responsibility
1.	Sending the application (Main Data List) and related documents to the Accreditation Mandate Group (at least 4 weeks before the Audit)	Training
2.	Transfer of advance payment of €400 toward the Accreditation Fee into the Medical Section's Trainer Account ("Ausbilderkonto")	Training
3.	Appointing the Auditors	Accreditation Mandate Group
4.	Examining the documentation and arranging the date of the audit	Auditors
5.	Preparing the Audit Report and sending it to the Accreditation Mandate Group (within 14 days of the Audit)	Auditors
6.	Feedback process (in writing) between Auditors, Training and Accreditation Mandate Group	Auditors, Accreditation Mandate Group, Training
7.	Recommendation as to Accreditation by the Accreditation Mandate Group to the Council of Eurythmy Therapy Trainers (Main data list and audit report form will be presented to the Council of Eurythmy Therapy Trainers)	Accreditation Mandate Group
8.	Confirmation of the Accreditation	International Council of Eurythmy Therapy Trainers
9.	Accreditation is confirmed in writing to the Training in the form of a Certificate and is communicated to the Executive of the Medical Section.	Accreditation Mandate Group

Required documentation

- ◇ Application Form with Main Data (see Appendix 1: Main Data List) *Application*
- ◇ Completed Questionnaire (see Appendix 2) *Questions*
- ◇ List of Tutors and their qualifications *Tutors*
- ◇ Training's Guiding Vision/Brochure
The Training's Prospectus (or draft Prospectus, if appropriate) *Curriculum*
- ◇ The Training's own Curriculum, based on the "International Eurythmy Therapy Curriculum Framework" *Placement*
- ◇ Recommendations for the Practical Placement *Students*
- ◇ Quality Assurance Questionnaire for the Training's Students

Essential criteria for awarding Accreditation

Accreditation will be awarded if the following criteria are fulfilled:

- ◇ The application documentation has been completed *Application*
- ◇ It can be shown that the Training comprises 1800 hours of tuition *1800 hours*
- ◇ Practical Placements (in accordance with the Curriculum and Placement Recommendations) are an integral component of the Training *Placements*
- ◇ The Content of the Training includes all six of Eurythmy Therapy's Fields of Practice: Early Years/First Seven Years, Schools, Curative Education and Social Therapy, Clinic or Medical Centre, Independent Practice, The Elderly. It is not necessary that the different fields be dealt with exhaustively, nor need the students attain specific abilities relating to these fields *Fields of Practice*
- ◇ The Training concludes with an internal examination of the abilities and knowledge attained by the students (in line with the Curriculum Framework) The available means and methods are sufficient to fulfill the aims of the Eurythmy Therapy Training *Examination*
- ◇ The Training's fees and its premises are appropriate. *Aims*
Fees

Qualification of the Auditors

All Auditors are trained to accredit Medical Section Trainings

Training

The Auditors, who have professional competency in eurythmy therapy, competency in adult education and medical & scientific competency, make a recommendation as to Accreditation to the International Council of Eurythmy Therapy Trainers, based on the completed documentation and the on-site Audit with its conversations.

Fee Structure

The Accreditation Mandate Group is financed through the Fees charged for the Accreditation process. A reduction in Audit Fees, subject to a financial statement, may be offered to Eurythmy Therapy Trainings in countries where the fee income is low.

Financing

Number of hours	Auditors' Fees (40,00 €/h)	Auditors' Material Costs	Accreditation Mandate Group Fees	Total
12 hours	€480	€10	€50	€540

Auditors' expenses and travel costs for the Audit visit are charged in addition to the above.

Arbitration Body

An Arbitration Body may be constituted as and when necessary.
It will consist of:

- ◇ a representative of the Training organization concerned;
- ◇ an Auditor in the field of Eurythmy Therapy Training;
- ◇ an Auditor from an other field of profession;
- ◇ an IKAM profession coordinator.

Mandate Group: Accreditation Procedure

Name

Address

Tel.

Email

Appendices

1. Main Data List
2. Questionnaire
3. Audit Report (form and instructions)

This Handbook is coordinated with the following basic documentation (available on the website of the Eurythmy Therapy Forum www.forumhe-medsektion.net):

- ◇ International Curriculum Framework of the Council of Eurythmy Therapy Trainers
- ◇ Recommendations for Practical Placements
- ◇ International Professional Profile
- ◇ International Guidelines for the Methodology of Eurythmy Therapy

Appendix 1: Application for the Accreditation of a Eurythmy Therapy Training

MAIN DATA LIST (summary)

Date of Application				
Name of Training				
Address	Postcode/Zip	Country		
Telephone	Fax	Email		
<p>Training Team:</p> <p>1:</p> <p>2:</p> <p>3:</p> <p>Doctor(s)/Physician(s):</p>				
Qualification of the Trainers				
<p>Availability of Documentation</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Questionnaire (completed) <input type="checkbox"/> List of Trainers and their qualifications <input type="checkbox"/> Training's Guiding Vision/Brochure <input type="checkbox"/> Training's Curriculum </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Recommendations for the Practical Placement <input type="checkbox"/> Quality Assurance Questionnaire for the Students </td> </tr> </table>			<input type="checkbox"/> Questionnaire (completed) <input type="checkbox"/> List of Trainers and their qualifications <input type="checkbox"/> Training's Guiding Vision/Brochure <input type="checkbox"/> Training's Curriculum	<input type="checkbox"/> Recommendations for the Practical Placement <input type="checkbox"/> Quality Assurance Questionnaire for the Students
<input type="checkbox"/> Questionnaire (completed) <input type="checkbox"/> List of Trainers and their qualifications <input type="checkbox"/> Training's Guiding Vision/Brochure <input type="checkbox"/> Training's Curriculum	<input type="checkbox"/> Recommendations for the Practical Placement <input type="checkbox"/> Quality Assurance Questionnaire for the Students			

Name of Auditor	Address	Email
1.		
1.		
2.		

Checked as complete	Audit Report checked	Recommendation to the Council of Eurythmy Therapy Trainers
Date:	Date:	Date:

Appendix 2: Questionnaire for the Accreditation of Eurythmy Therapy Trainings

Information on the Training	
1	The Training's Aims and Guiding Principles
1.1	What guiding principles does the Training follow (please attach the Training's Guiding Vision)
1.2	What are the aims of the Training? What abilities and competencies are mediated?
1.3	What forms of collaboration exist with other organizations or individuals to develop these aims further? (for example through partnerships with other Eurythmy Therapy Trainings, doctors'/physicians' associations, umbrella organizations, professional associations)
1.4	How do these aims relate to the requirements of the current or future fields of practice of the graduates? (with regard to the Training's relevance for professional practice: for example, work in the different fields of practice, occupational and legal knowledge, social studies)
2	Curriculum
2.1	What are the conditions for entry to the course?
2.2	What are the minimum and maximum numbers of students for any one intake group?
2.3	The Training's curriculum (please attach)
2.3.1	What is the name of the Training?
2.3.2	What is the total time devoted to the students' studies during the training (workload), including individual work (study, work on projects, preparation of final thesis, and so on)?

2.3.3	How is the time for study allocated between contact time, guided independent learning and the students' own freely chosen independent learning? What is the reasoning behind this allocation?
2.3.4	What help is available, if needed (for instance in preparing the final thesis)? Is there individual guidance or individual conversations?
2.3.5	What forms of learning and teaching (teaching principles and methods) are employed?
2.3.6	What is the content of the training? (please attach the timetable)
3	Resources
3.1	Personnel
3.1.1	List of tutors, with their qualifications and the total number of hours taught by each (please attach)
3.1.2	Who are the principal people responsible for carrying the Training? Who are the doctors involved in carrying the Training?
3.1.3	Are the responsibilities of the carriers of the Training sufficiently clear (for instance through written agreements)?
3.1.4	Are there unresolved conflicts among the tutors? How are conflicts handled?
3.1.5	What external advisers are engaged in internal conflict situations?
3.1.6	Is there opportunity for support for students' studies, including beyond contact time? If so, what is its scope? Who offers it? How are mentors (as co-responsible for the Training) involved?
3.2	Facilities
3.2.1	What rooms (please give size) and infrastructure are available?
3.2.2	What media, teaching aids and practice material are available? How is access to media (literature, internet and so on) ensured?

4	How is the Qualification built up and safeguarded?
4.1	Are there intermediate examinations where appropriate? How are they structured?
4.2	Examination arrangements
4.2.1	What are the detailed formal requirements for the final thesis?
4.2.2	How, in detail, is the oral or practical final examination structured?
4.2.3	What are the particular examination criteria which are decisive in the passing or failing of the final thesis? What kind of procedure will follow in case of failing?
4.2.4	What kind of Diploma/Certificate do successful graduates receive? What is its title? (please attach an example)
4.2.5.	When and how are students informed about the examination arrangements?
4.3	Safeguarding the Qualification after graduation: for instance, Section Diploma with a supplement; Certificate; BA Degree; MA Degree (please attach an example)
4.3.1	Is there an obligation, or self-imposed obligation, to maintain the Qualification and to develop it further? What formal requirements are envisaged in this regard? (for instance, regular collegial intervision; colleagues sitting in on each other's therapy sessions; "tandems" [two colleagues coaching each other, or intervision]; mentoring; taking part in or facilitating Continuing Professional Development, conferences, workshops or similar; attending regional group meetings).
4.3.2	Do graduates have an opportunity to register their participation in the professional development mentioned above? If not, is the introduction of such a process being worked towards?

5	Quality Assurance
5.1	<p>What instruments are set up for the evaluation of the training's quality (with regard to continuing evaluation of the process)?</p> <p>For instance, student surveys at the end of each term; mutual supervision/intervision for the tutors?</p>
5.2	<p>In what form are the results of such evaluation documented?</p> <p>(Please attach a student questionnaire)</p>

Appendix 3: Audit Report Form

Name of the Training	
Names of the carrying tutors	

Auditors' names	1	
	2	
	3	

Bases for Decision (accreditation criteria)	yes	no	comments
1. All the required documentation has been completed and provided			
2. The main tutors have training experience in eurythmy therapy			
3. The aims of the training are achievable with the available means and methods			
4. Premises, teaching aids and student fees are appropriate			
5. It can be shown that the training involves 1800 hours of tuition			
6. The content of the training covers all six of Eurythmy Therapy's Fields of Practice; the individual fields do not need to be covered exhaustively			
7. There are clearly-defined forms of continual evaluation (for instance, demonstration lessons, intermediate examinations)			
8. The students' progress in the training is regularly reflected with them			
9. The final evaluation corresponds to the curriculum framework (written thesis, lecture and demonstration, oral examination)			
10. It is ensured that the course of the practical placements accords with the Curriculum and the Placement Guidelines			
11. The fees for the training, including those for examinations and diploma, are clear to the student when the training begins			
12. The aim of the training is the attainment of the Medical Section Diploma, which entitles its holder to practice eurythmy therapy in collaboration with a doctor			
13. Those responsible for the Training are sufficiently informed as to how the Medical Section deals with the issuing of Diplomas and any supplements to them			

Recommendations (numbered according to the Audit Report's "Bases for Decision")

Conditions (numbered according to the Audit Report's "Bases for Decision")

The Auditors recommend to the Council of Eurythmy Therapy Trainers that the above Eurythmy Therapy Training be accredited with the Recommendations and Conditions mentioned above.

Place:

Date:

Auditor

1.

Auditor

2.

Auditor

3.

Accreditation Mandate Group:.....

The Audit Report within the Accreditation Process

The status and purpose of the Audit Report in the Accreditation process

The Audit Report is a component of every Audit procedure. It is drawn up by the Auditors at the end of the Audit. It gives the applicant Training and the Council of Eurythmy Therapy Trainers the reasons for the Auditors' recommendation as to Accreditation and serves to document that recommendation. The Audit Report concludes the Audit process.

A feedback process — between the Training, the Auditors and the Accreditation Mandate Group of the Council of Eurythmy Therapy Trainers — precedes the final completion of the Audit Report.

General guidance on drawing up the Audit Report

The Audit Report should be sent to the Accreditation Mandate Group within 14 days of the Audit. The Mandate Group then begins a feedback process. Should there be inaccuracies in the Audit Report, the Auditors should correct these without delay and return the corrected Report to the Accreditation Mandate Group.

The Lead Auditor is responsible for completing the Audit Report. They consult with the other Auditors and with the Accreditation Mandate Group.

The Audit Report closes with the Mandate Group's recommendation to the Council of Eurythmy Therapy Trainers as to Accreditation.

The preparation of the Audit Report is part of the Audit procedure. No additional fees are payable for writing it.

Guidance as to the Form of the Audit Report

The Audit Report should describe the Audit process in a few sentences (about 600 words or one A4 sheet of paper), in a freely drafted report without a prescribed structure.

The result of the Audit is summarized on the Audit Report Form (see Appendix 3).

The Audit Process

The process assesses the individual intention of the Eurythmy Therapy Training concerned, the application, the Audit visit to the Eurythmy Therapy Training and the atmosphere during the conversations.

Recommendations to the Training

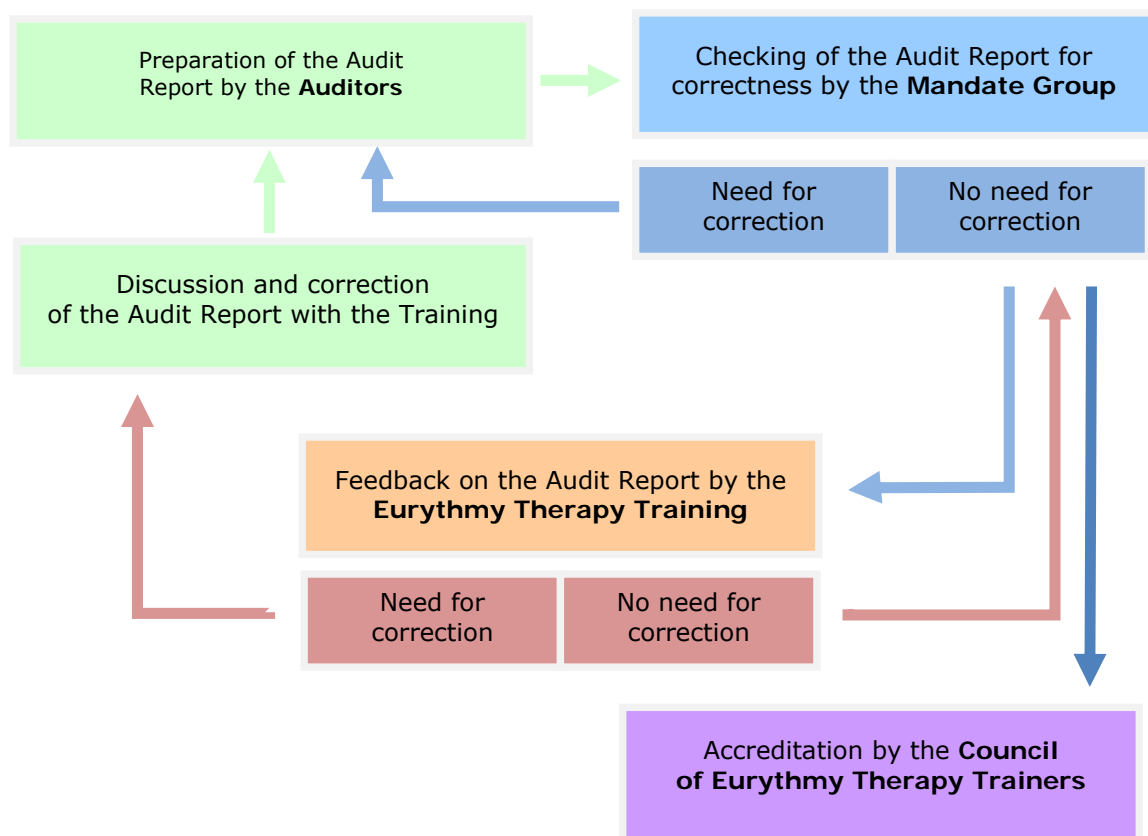
If weaknesses in the training become apparent during the Audit, the Auditor should name them and make Recommendations for improvement. For clarity's sake, individual Recommendations should be numbered. The Recommendations serve the Eurythmy Therapy Training in the further development of the training it offers. They should leave the Eurythmy Therapy Training free as to how it finds a solution to the issues identified.

Conditions imposed on the Training

If the Training in question does not fulfill all of the Handbook's "Bases for Decision", a Condition must be applied that will lead to the remedying of the shortcoming. For clarity's sake, the Conditions should be numbered. The Conditions should leave the Eurythmy Therapy Training free as to how it remedies the shortcoming.

A deadline will be set for the fulfillment of the Condition. The deadline will be set according to the seriousness of the shortcoming.

Feedback process after the completion of the Audit Report



Content and extent of the Audit Report

Content	Extent
Description of the Audit process; suggestions; Recommendations and Conditions for Accreditation	Audit Report Form and a maximum of 600 words (one A4 sheet of paper)