

Procedure manual for the IKAM accreditation

of **Educational Opportunities / Training Courses**

in the context of further and advanced training in anthroposophical
body therapies

through the

Medical Section of the School of Spiritual Science, Goetheanum, Dornach CH

IKAM-accreditation Office, Department Body Therapies

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This manual forms the working basis for the IKAM - accreditation of the individual further training **courses** within the methods of Anthroposophic Body Therapies, the Medical Section of the School of Spiritual Science, Goetheanum Dornach CH.

1 Foreword

This manual regulates the procedure for the accreditation process of the individual further training courses within Anthroposophical Body Therapies, the IKAM - Accreditation. It contains all essential information; it is public and binding. It is always related to the relevant method manual. The main aim and concern of the IKAM accreditation is that the individual methods adhere to a transparent procedure for quality development of IKAM¹ and to document a transparent training or further training process. The corresponding legal requirements must also be met: within the framework of the respective state legislation, the educational institution in question must be under the direction of at least one state-certified specialist who fulfils the basic qualifications required for the body therapy methods/procedures. Permission to perform therapeutic actions on undressed patients is also a basic requirement i.e. the equivalent of a “Licence to Touch”.

2 The accreditation procedure for Anthroposophical Body Therapies

2.1 Overview of the overall process

The informal application for accreditation and/or re-accreditation is submitted to the IKAM-accreditation Office, Department Body Therapies.

The office checks whether accreditation is possible and issues the invoice for the administrative process (see the current fee schedule on the [website](#)).

After payment is received, the documents² are made available digitally.

After receiving the completed documents, the office in consultation with the respective method appoints one or two auditors to carry out the assessment. They review the documents and, in consultation with the education provider, design the further accreditation process with the audit. After the audit has been carried out, the auditors prepare the audit report and agree it with the education provider.

¹ International Coordination Anthroposophic Medicine

² master sheet, questionnaire and schedule of fees

It contains the recommendation:

- Accredit the educational offer.
- Accredit the educational offer with recommendations and/or conditions.
- To deny course accreditation.

The audit report is sent to the IKAM – Accreditation Office, Department of Body Therapies³.

The acceptance of the recommendation is confirmed by the office and the Medical Section.

This is done in agreement with the responsible persons of the respective method.

If the accreditation is successful, the educational provider is allowed to add the following statement to the course: ***‘Recognised by the Medical Section of the Free School of Spiritual Science, Goetheanum Dornach, Switzerland’***. The corresponding logo of the section may be used on the participants’ certificates, together with the relevant text.

A recommendation for accreditation should normally be made within three months of receipt of the complete accreditation documents.

Accreditation is valid for seven years, or for two full courses, depending on the educational provider, and expires at the end of the period.

The educational provider is obliged to notify the office of any significant changes in the course concept, the qualifications of the lecturers, the methods or the framework conditions.

In this case, the responsible accreditation body decides on the application form for a new accreditation or re-accreditation, depending on the extent of the changes.

2.2 Accreditation Procedere

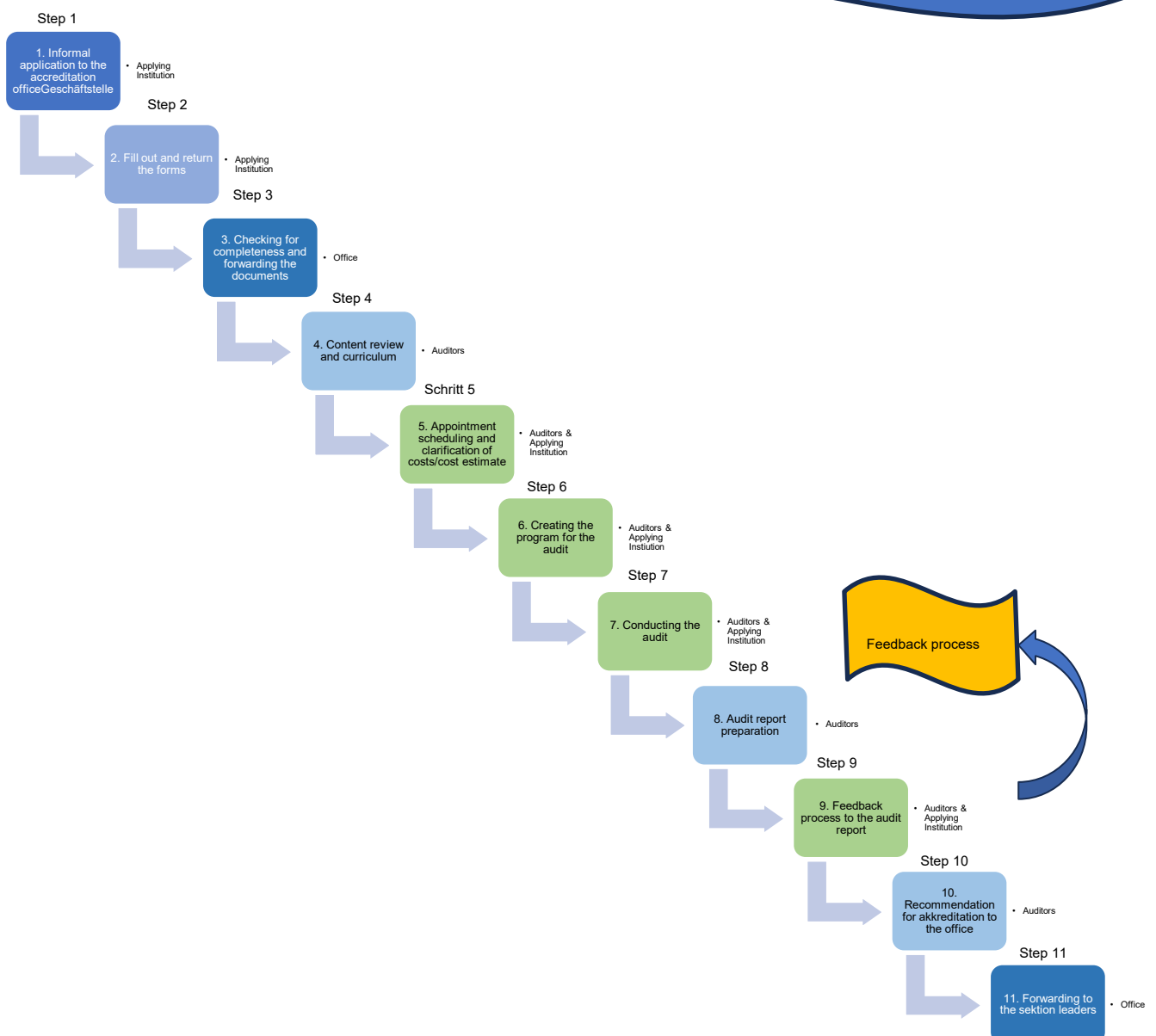
A	Application for accreditation
B	Auditing process
C	Accreditation by the Medical Section

³ hereinafter referred to as the office

2.2.1 Interactive guide to the accreditation process

The steps:

To click



1. Informal application to the accreditation office

- An informal email is sufficient.
- The accreditation documents are provided to the applicant by the office.
- At the same time, the first invoice (administrational costs) becomes due.

⇒ *Applying institution*

⇒ *IKAM-Accreditation office, department body therapies*

⇒ [Back](#)

2. Fill out and return the forms

⇒ *Applying institution*

⇒ [Back](#)

3. The office checks the documents for completeness und forwards them to the appointed auditors

⇒ *Office*

⇒ [Back](#)

4. Substantial review of the documentation based on the current methods handbook

- Auditors compare the documentation with the relevant method handbook and verify compliance.
- The file names used in the questionnaire (see example in the questionnaire) must match those of the attachments to the accreditation application.

⇒ *Auditors*

⇒ [Back](#)

5. Appointment scheduling and clarification of costs/cost estimate

Organizational

- The auditors agree on an audit date during the ongoing training. Clarification of organizational issues:
 - Fee
 - Accommodation
 - Travel expenses
- This is documented in a written cost estimate..

⇒ *Auditors*

⇒ *Applying institution*

⇒ [Back](#)

6. Creating the program for the audit

Audit program

- The auditors develop three core questions for the audit visit from a professional, pedagogical and organizational point of view.
- The auditors develop the audit program in consultation with the applying institution.
- This includes the following interviews:
 - with the course director
 - with at least one lecturer
 - with the students
- The audit also includes a visit to a lecture. The auditors develop three key questions for the audit visit from a subject-matter, pedagogical, and organizational perspective.

⇒ *Auditors*

⇒ *Applying institution*

⇒ [Back](#)

7. Conducting the audit

- The auditors conduct the audit on-site or online.

⇒ *Auditors*

⇒ [*Back*](#)

8. Audit report preparation

- Audit report
- The auditors shall draw up the audit report, using the form in Annex 3, audit report
- It shall contain:
 - the completed form in Annex 3
 - a description of the audit process and, where appropriate,
 - any recommendations and/or requirements

• *Auditors*

• [*Back*](#)

9. Feedback process on the audit report

Feedback process:

- Before the accreditation recommendation, the audit report goes through a feedback process.
- Auditors
- Applying institution

⇒ *Auditors*

⇒ *Applying institution*

⇒ [*Back*](#)

10. Recommendation for accreditation to the office

- *After the feedback process, the auditors recommend accreditation to the office.*

⇒ *Auditors*

⇒ *Office*

⇒ [*Back*](#)

11. Forwarding to the section leaders

⇒ *Section leaders*

⇒ *Office*

⇒ [*Back*](#)

◆ Accreditation by the Medical Section

◆ The office forwards the recommendation to the section leaders and, in cooperation with the Medical Section, prepares the certificate

Required documents:

see portfolio⁴ Accreditation Anthroposophic Body Therapies

2.3 Decision criteria for the granting of accreditation

• The application documents are complete.
• The curriculum meets the minimum requirements of the framework curriculum of anthroposophic body therapies. It comprises at least 1000 hours and builds on a state-recognised basic body therapy profession.
• The training or further training concludes with an internal examination of the skills and knowledge acquired. This comprises a written, an oral and a practical part.
• The objectives of the training can be achieved by the means and methods specified.
• The training fees and premises are appropriate.

3 Qualification of the auditors

All auditors have the Medical Section's auditor certificate and are obliged to take part in regular internal further training.

This is also based on the IKAM accreditation procedure, which is uniformly regulated by the Medical Section at the Goetheanum, Dornach, CH across all professional groups.

4 Arbitration board

An arbitration board shall be appointed as required.

Their representatives are:

- one representative of each of the requesting training providers
- one auditor from their own professional field

⁴ the portfolio can be requested from the IAABT office Department IKAM - Accreditation

- one auditor from another occupational field
- one IKAM occupational coordinator

5 Schedule of fees

The current schedule of fees is published on the [website for anthroposophic body therapies](#).

6 Office

The IKAM – Accreditation Office, Department Body Therapies works closely with representatives of the respective professional group / method, the educational institutions and the leadership of the Medical Section.

It is managed by the Body Therapies Coordination.

Coordination Anthroposophical Body Therapies

of the Medical Section

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7 Annexes

Folder 1 Accreditation digital:

- Procedure Manual
- WHO Benchmarks
- Core Curriculum Anthroposophic Body Therapies

Folder 2 Accreditation digital:

- Methods Manual

Folder 3 Accreditation digital:

- Attachments to the Questionnaire (to be filled in by the educational provider)

- Main documents:

- Registration Form
 - Questionnaire
 - Audit Report
 - Fees Regulation

- Supportive documents:

- Mission Statement .docx
 - Competence Balance Sheet .pdf
 - Financing Plan .xlsx
- Sample Contract .docx