

Procedure manual for the IKAM accreditation

of **Educational Opportunities / Training Courses**

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

through the

International Association for Anthroposophic Body Therapies,

IAABT

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

Version 1.1.	
Created by: Elma Pressel, Gudrun Rehberg	Created: March 2023
Released by: IAABT Board of Directors	Released 13.3.2023
Version: 1.2. IAABT Office, Department IKAM - Accreditation	
Revised by: Charlotte Allmer, Elma Pressel, Gudrun Rehberg, Renate Voit	Revised: in June 2023
Released by: IAABT Board of Directors	Released 18.6.2023

IMPRINT

Publisher:



**International Association for
Anthroposophic Body Therapies
IAABT**

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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.

All gender designations are written in the masculine form for the sake of simplicity and apply to both genders.

1. Foreword

This manual regulates the procedure for the accreditation process of the individual further training courses within Anthroposophic 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 Anthroposophic Body Therapies

2.1 Overview of the overall process

The application for accreditation and/or re-accreditation is submitted to the IAABT Office Department IKAM - Accreditation, see Annex 1, Master Form.

After receipt of the training offer to be accredited, one or two auditors are commissioned for assessment, depending on the scope of the required documents. They check the documents and consult with the training provider. The auditing of the training centre becomes necessary as soon as a defined number of hours of a training offer of the respective methods manual is reached. After the audit, the auditors draw up the audit report.

It contains the recommendation:

- Accredit the educational offer.
- Accredit the educational offer with conditions.
- To deny course accreditation

¹ International Coordination Anthroposophic Medicine

The audit report is sent to the IAABT Head Office, Division IKAM - Accreditation. The acceptance of the recommendation is confirmed by the office in consultation with the expert panel of the respective method. If the auditors recommend unrestricted accreditation or an accreditation with conditions, the educational offer may be advertised after the written transmission of the recommendation with the wording: ***"Accreditation applied for at the Medical Section of the School of Spiritual Science, Goetheanum Dornach CH"***.

If accreditation is successful, the applying institution may add the following predicate to the corresponding educational offer with the predicate: ***"Recognised by the Medical Section of the School of Spiritual Science, Goetheanum Dornach CH"***.

The issuing of a recommendation should normally take place within three months of the complete accreditation documents being available. A fee is charged for accreditation. The accreditation is valid for 5 years and expires at the end of this period. It also expires if significant changes are made to the course concept, the qualification of the lecturers, the methods, or the framework conditions. In this case, the accreditation must be applied for again. 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.

Accreditation Procedere

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

The nine steps in the procedure:

1.	The Head Office commissions the auditors and provides the information and documents.	IAABT Department IKAM Accreditation
2.	The office checks the documents for completeness and sends them to the auditors. The auditors compare the documents with the respective methods manual and determine conformity.	IAABT Department IKAM Accreditation and Auditors
3.	The auditors work out three core questions for the audit visit: which three basic questions do I have from a professional, pedagogical, and organisational point of view?	Auditors
4.	The auditors arrange an audit date during the training and clarify organisational questions regarding fees, accommodation, and travel expenses. The agreement is documented in a cost estimate.	Auditors and training providers
5.	The auditors draw up the audit agenda in consultation with the applicant. This includes the interviews with the course management, with at least one lecturer and the students as well as the visit to the classes.	Auditors and training providers
6.	The auditors carry out the audit on site or online.	Auditors
7.	The auditors draw up the audit report. This report contains the completed checklist/form, a description of the audit process and, if applicable, recommendations or conditions.	Auditors
8.	Before the recommendation for accreditation, the audit report goes through a feedback process.	Auditors and training providers
9.	After the feedback process, the auditors recommend accreditation to the IAABT Division Office, ICAM - Accreditation. The office monitors the implementation of the requirements.	Auditors and IAABT

Required documents:

see portfolio² Accreditation Anthroposophic Body Therapies

2.2 Decision criteria for the granting of accreditation

<ul style="list-style-type: none">• The application documents are complete.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• The objectives of the training can be achieved by the means and methods specified.
<ul style="list-style-type: none">• 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
- one auditor from another occupational field
- one IKAM occupational coordinator

² the portfolio can be requested from the IAABT office Department IKAM - Accreditation

5. Schedule of fees

See Portfolio 3 Annex

6. Office

The IAABT office, Department IKAM - Accreditation, is in close cooperation with representatives of the respective professional group / method, the educational institutions, and the management of the Medical Section / Coordinator ABT.

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7. Annexes

Portfolio 3 Annexes

Annex 1 master sheet for the accreditation application

Annex 2 Questionnaire

Annex 3 Form for the audit report

Annex 4 Fee Schedule