

# International Trainers Forum (ITF)

## ITF Quality Assurance

Due to the diversity of vocational aims and national circumstances of each **Professional Biography Training** the ITF deliberately refrains from promoting the adoption of fixed guidelines for curricula as a precondition for recognition.

Instead the ITF strives to establish and maintain a high professional quality which serves the biography impulse through a collegial process of peer intervision leading to a **Confirmation of Recognition** of each **Professional Biography Training** which is individually represented by an ITF member.

During a designated annual meeting each ITF member is expected to present their training according to the **ITF Guidelines for Training Presentation** (see next page) which are subject to ongoing revision based on experience.

After a training presentation, attendant ITF members ask clarifying questions to ensure that a comprehensive representation of the training has been established. ITF members then pursue an evaluation process in smaller groups which generates collegial feedback to the training representative during a concluding plenum.

The primary objective of the evaluation process during peer intervision is:

1. to identify clearly the original intention of a training;
2. to establish what has actually happened with the training until the present moment;
3. to bring consciousness to bear on the potential for developing the training in the future.

When attendant ITF members experience significant dissonance in their respective and communal sense of the professional quality of a training, clarification is requested from the representative on a time scale according to prevailing circumstances, generally by the next ITF meeting.

When all the ITF members who witnessed the training presentation and who participated in the evaluation process are able to individually voice being able to stand behind the training, they collectively sign a unique ITF **Confirmation of Recognition** for this **Professional Biography Training**, in duplicate: one original for the ITF member representing this training and one original to be held in the ITF archive.

An ITF **Confirmation of Recognition** entitles an ITF member to facilitate incorporation of the following words into the certificate issued on completion of their training programme:

“This professional development training is recognised by the International Trainers Forum for Biography Work in collaboration with the General Anthroposophical Section of the School of Spiritual Science at the Goetheanum, Dornach, Switzerland.”

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## ITF Guidelines for Presenting a Professional Biography Training

### **History of the Training:**

- when did it start/ is it going to start?
- who started it?
- how many training cycles have been completed so far?
- how many participants have started and finished the training until now?
- what major developments have taken place in the training since it started?
- what major future developments are envisioned for the training?

### **General Context:**

- where and in which context does the training take place?
- who is responsible for directing the training?
- what is the anthroposophical background of the training directors
- what are the professional qualifications of the training directors?
- who are the other main contributors to the training, and what do they contribute?
- what kind of organisational framework and institutional affiliations carry the training?
- is the training accredited by a recognised professional body or state institution?
- how are the finances of the training organized?

### **Aims of the Training:**

- what are participants being trained for?
- how are these aims incorporated into the curriculum?
- what kind of certification is given during and on completion of the training?
- how many training hours (course, study, research, projects, etc.) are required for certification?

### **Content of the Training:**

- what are the most important components of the curriculum?
- how is the curriculum implemented in time (i.e. hours, days, weekends, weeks, years)?

### **Participants:**

- what are the admission criteria for participants entering the training?
- what contributions are required of participants (e.g. papers, projects, presentations, etc.)?
- how are participants accompanied and guided through their developmental process?
- what kind of supervision culture is applied and promoted during and after the training?
- how is supervision applied and coordinated during and after the training?
- what are the prerequisites to receive a certified qualification on completion of the training?

### **Training Documents (to bring and show):**

- brochure for promoting training
- curriculum of the training
- certificate acknowledging completion of the training