Goetheanum
Sektion für Heilpädagogik und inklusive soziale Entwicklung
Section for Inclusive Social Development

International Training Circle

Portfolio Questionnaire

Adopted version of 4.5.2017 (revised April 2019 and April 2025)

Portfolio Questionnaire

International Training Circle

Section for Inclusive Social Development

Goetheanum – School of Spiritual Science

1 Professional Education Center

Name in original language:

Name in English translation:

Legal entity:

Year founded:

Street:

Country/post code/city:

Phone:

Fax:

Email:

Website:

Contact person:

2 Application for recognition as

☐ Basic (first professional) training
☐ Continuing or further education
☐ Foundation course

Type of process
☐ Initial certification
☐ Recertification
☐ Course/program offered only one time

3 Educational goals and objectives

We prepare individuals to work in the following fields of curative education and social therapy: (If you offer more than one program, please complete a separate questionnaire for each distinct type and format.)

(e.g. professionals in early childhood education, teachers, therapists)

Our program description / statement of goals and objectives is enclosed.

4 Who can participate in the program?

What prior educational level do applicants need to have (minimum requirements)?

Is completion of a prior professional qualification required?   yes / no

Is a personal interview part of the application process?   yes / no

Entrance examination? yes / no

What is the minimum age for enrollment?   years

Is an internship or practicum required prior to admission?   yes / no

Minimum length of required internship / practicum?   weeks / months / years

Are there any additional prerequisites?

5   Program delivery

How long does the program take?   years

How many cohorts do you run in parallel?

How many places for students/trainees do you offer in total?

What is the total number of hours included in the program?

in academic lessons: lessons @ 45 min / @ 60 min

in artistic lessons: lessons @ 45 min / @ 60 min

in guided/supervised practice: lessons @ 45 min / @ 60 min

in practical work: lessons @ 45 min / @ 60 min

in other instructional formats: lessons @ 45 min / @ 60 min

What curriculum do you follow? (Please enclose the curriculum or a summary.)

What supports do you provider to the students (e.g. mentoring)?

How are students included in the development of the program?

6   Conclusion / Graduation

a. Is graduation subject to an internal or external examination process?

☐ no examination process

☐ internal examination process

☐ external (state or academic) examination process

Please enclose a description of the contents of the examination process.

b. Graduates of the program receive the following state recognized qualification (original title):

c. Graduates of the program are entitled to work in the following fields:

d. How many students have successfully completed the program in the last three years?

year   : …………… year   : …………… year   : …………………

Please enclose a copy of the certificate that you award!

The qualification permits enrollment in the following further / post-graduate educational programs:

7   Faculty

Who leads your professional education center?

Please include a list of faculty in the following format:

	Name	Profession / academic degree	Responsibilities
Permanent faculty			
Regular guest instructors			

8   Quality development

Are you using a specific instrument/process for quality assurance? Is your professional education center certified according to a particular process?

9   Collaboration / networking

Which other professional education centers do you cooperate with? In what form?

Which training and education networks are you a member of (e.g. national associations)?

In which training and education-related committees and networks do you hold active roles (e.g. board memberships / trusteeships)?

10 List of enclosures

☐ Self-evaluation of the professional education / training organization (see Guidelines!)

☐ Mission statement / concept

☐ Curriculum

☐ Financial statements (e.g. audited annual statements and reports)

☐ History of the professional education organization (only for initial certification)

☐ Professional education / training projects

☐ Organizational chart

☐ Certificates of state / academic recognition / accreditation

☐ Documents related to examination processes

☐ Template / copy of certificate issued to graduates

☐ List of faculty / staff

☐ Annual reports

☐ Response to recommendations (only for recertification)

Additional remarks: