

Curative Education and Social Therapy Council  
International Training Group  
Medical Section  
School of Spiritual Science  
Goetheanum

# Recognition Mentor

Job description  
Procedure  
General guidelines  
Interview guide

## Job description

The Recognition Mentor will be responsible for the implementation of processes for internal recognition of training facilities as specified by the Training Group. This will include an on-site peer review visit at the training facility.

These processes will be based on documents confirmed by the Training Council in May 2017:

- Basic Principles and Procedures
- The Process of Recognition Within the Training Network
- Portfolio Questionnaire

Mandatory guidelines for important aspects of the recognition process can be found in these documents.

These regulations include that an Recognition Mentor

- must, in the normal course of things, have been employed in the field of training for multiple years,
- must be or have been an active member of the Training Group,
- and must be prepared to participate in the annual intervision meeting before the Training Group conference.

The Recognition Mentor must be familiar with the three policy documents, as the formalities and context of the recognition process are described in detail in these documents.

The scope of the peer review visit will be arranged in advance with a member of the Recognition Group.

It will be determined by the size and complexity of the training facility.

At minimum, on-site visits will include Interviews (with directors, teachers, practicum leaders and students), auditing of classes, and examination of documents (regulations, policies, etc. of the training facilities, documentation of instruction, students' written work).

## Process

The Recognition Mentor will be asked by a member of the Recognition Group whether she or he would be prepared to independently carry out a recognition process.

The facility in question must approve the Recognition Mentor, and can also recommend someone for the task.

## Preparation

1. After agreeing to carry out the assessment, the Recognition Mentor will receive all relevant paperwork (portfolio questionnaire with attachments, self-evaluation, either new recognition or recertification report, recommendation protocol) from a member of the Recognition Group.
2. The Recognition Mentor will also receive, as needed, the latest versions of the policy documents listed above and a report template.
3. The Recognition Mentor and training facility will agree upon a date for, and the modalities of, a visit (language, travel arrangements, accommodation and meals, etc.). (In cases of recertification, meeting dates will be set by the Recognition Group at the pre-meeting in Kassel.)
4. The Recognition Mentor will review all provided documentation and ascertain
  - its completeness
  - its correctness, e.g. the specific recognition requested by the institution
  - its consistency with the policy documents.
5. If documentation is missing, the Recognition Mentor will request it from the facility.

6. The Recognition Mentor will notify the institution of the groups (teachers, students, directors, practicum leaders, etc.) he or she will be interviewing, and to what extent she or he will be auditing class sessions and reviewing students' written work.
7. The training facility will create a set schedule including times, places and participants for interviews, as well as auditing sessions and review of documents.
8. Travel and accommodation costs will be agreed upon. As a rule, these should be assumed by the training facility.
9. The Recognition Mentor will receive the schedule from the training facility and indicate agreement with it.
10. The Recognition Mentor will inform the appropriate member of the Recognition Group of the appointment and the visit schedule.

## **Implementation**

11. During the visit, all relevant aspects (Interviews, auditing, document review) will be recorded in written form by the Recognition Mentor.
12. If necessary, additional appointments can be requested.

## **Processing**

13. Following the visit, the Recognition Mentor will write up a report within four to six weeks.
14. The report template will be used for the report.
15. The report will be sent to the training facility for any factual corrections, and returned by the facility within two weeks.
16. The Recognition Mentor will prepare a final draft of the report and provide the involved member of the Recognition Group with a signed copy.
17. The member of the Recognition Group will confirm receipt of the report to the Recognition Mentor.
18. If the application results in recognition or recertification, any documentation supplied by the training facility and held by the Recognition Mentor. will be destroyed or deleted by the Recognition Mentor. Documents to be archived will be passed on to the office of the Council.

## **Recognition Group and Secretariat Responsibilities**

19. The Recognition Group will evaluate the report.
20. If the report is accepted by the Recognition Group, the Recognition Mentor will be so informed.
21. If the Recognition Group sees the need for revision, the member of the group in charge of this recognition will contact the Recognition Mentor and discuss the necessary changes.
22. If the report is in order, it will be forwarded to the Conference Secretariat with the recommendation for recognition.
23. The report will be forwarded from the Chair Person of the Recognition group to the training facility and to the Recognition Mentor in the form of a PDF document.
24. The certificate will be issued by the Secretariat and signed by both the Director of the Secretariat and by the member of the Recognition Group who sits on the Training Council.
25. The certificate will be sent to the training facility in the form agreed upon during the assessment visit.

## General guidelines

- The rules and guidelines of the policy documents apply.
- The Recognition Group, in conjunction with the Training Council, decides whether or not to allow any given training facility to participate in the recognition process.
- The Recognition Mentor will not be reimbursed for performing an recognition assessment at the training facility at which she or he is employed. However, the training facility will allow him or her a leave of absence for this purpose.
- All paperwork will be archived with the Curative Education and Social Therapy Council.
- The member of the Recognition Group who sits on the Training Council will keep a list of all recognition processes.
- If difficulties arise during the recognition process, the member of the Recognition Group responsible for the particular case is to be informed. She or he will inform the other members of the Recognition Group, who will decide together whether to inform or include the Training Council.
- If translation assistance is required, this is to be supplied by the training facility in question.
- All reports are to be written in either German or English, and certificates will also be issued in either of these two languages.

## Interview guide

The two interview guides set out in the document, “The Process of Recognition Within the Training Network”, form the basis for interviews. They can be used individually or in combination.

If possible, the **initial interview** should be with the director of the training facility or the faculty.

In this interview, the following points should be included:

- Preview of the process, topics
- Confirmation of the schedule
- Country-specific characteristics, local conditions, finances
- Legal representation of the training facility, allotment of responsibilities, organizational chart
- Arrangements with students and practicum sites
- Clarifications, questions on portfolio and attachments
- Self-evaluation report (for first-time recognitions or recertification after 10 years)
- Recommendation protocol (for recertifications)
- Discussion of the self-evaluation report

In the **following interviews**, it is important to address the following points:

- Relationship between teachers and students, points of trust and complaints, educational supervision, mentorships, student feedback, evaluation forms
- Observable connection between theory and practice, training curriculum and structure, connection between professional and anthroposophic content
- Relatedness to practice, collaboration with practicum sites, guidelines for practicum supervision
- Location of training facility and the local situation, unique identity of the training facility
- Directorial functions and organizational structure, formal and informal
- Collaboration within the faculty, implementation of the integration of theory, art and practice

- Continuing training for faculty, adult education skills, work on fundamentals
- Network building, exchange with other organizations and institutions
- Facility self-evaluation procedure

The **final interview** should include the following points:

- Review of the recognition process, feedback from the training facility
- Perspectives on the future of the training facility, visions, challenges
- Summary of the process and impressions from the Recognition Mentor's on-site visit, notice of possible recommendations
- Notification of next steps (factual corrections of the report by the training facility, submission to the Recognition Group, forwarding to the Secretariat, issuance of a certificate, sending of the certificate)
- Thanks to the training facility for their openness and transparency

15 February, 2018 / Training Council