

FMT Firstname, Name

Reporting Period


## Quality Development Meeting - Reporting Sheet

The persons named hereunder confirm that we have jointly discussed the Personal Quality Portfolio of the listed Fellow Member Trainer of the IANLP and have prepared the report presented here.

**Fellow Member Trainer (FMT) filing this report:**

Firstname, Name:  reporting period from .. to:   
 years of professional experience working in adult education:

**Evaluating Partner 1:**

Firstname, Name:  email address:   
 FMT IANLP yes/no:  years of experience in teaching NLP:   
 Contact infos  [Webpage / Facebook / LinkedIn / Postal address]  
 Remarks

**Evaluating Partner 2:**

Firstname, Name:  email address:   
 FMT IANLP yes/no:  years of experience in teaching NLP:   
 Contact infos  [Webpage / Facebook / LinkedIn / Postal address]  
 Remarks

The professionals listed above have held a Quality Development Meeting (QDM) as defined by the inter-collegiate Quality Assurance System of the IANLP.

By our signature at the end of this report we confirm that the QDM was held accordingly, the Personal Quality Portfolio and all necessary documents were presented. The meeting resulted in the following findings.

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Symbols used

- This standard is not met. Needs immediate improvement. <sup>1</sup>
     
  Potential for improvement
     
  Fulfilled

Item	IANLP standard	Documentation presented (source of info)	Target value; Assessment criteria	Actual value; Own ratings and reviews; Strengths/Weaknesses analysis	Degree of fulfillment			Development Measures <small>What do we want to do? By when? Reporting: Who will be informed of outcome achievement?</small>
					Red 	Blue 	Green 	
110	<b>Compliance with curricula IANLP</b> If the FMT offers curricula IANLP trainings, then this must be met <ul style="list-style-type: none"> <li>• minimum duration requirements in days and hours</li> </ul>							
111	<ul style="list-style-type: none"> <li>• modality requirements (offline / online / synchronous)</li> </ul>							
112	<ul style="list-style-type: none"> <li>• qualification of trainers</li> </ul>							
113	If the FMT issues certificates in the name of the IANLP, such certificates must fulfill the minimum contents according to the respective curriculum.							
120	<b>Educational concepts</b> There are written concepts of all of the trainer's major training offerings.							

<sup>1</sup> Note: if a standard must be marked **not met** the renewal of the license can not be endorsed and will not be granted. Upon request, a period of time may be granted for rectification.

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					Red 	Blue 	Green 	
121	The concepts list at least the following information <ul style="list-style-type: none"> <li>planned educational activity chunked-down to half-days or 4 hours sequences</li> </ul>							
122	<ul style="list-style-type: none"> <li>target competence(s) and measures for achieving this competence / these competencies.</li> </ul>							
123	Concepts for conducting the competency tests, evaluations and assessments are available in writing. In QDM the following elements should be discussed with particular attention. <ul style="list-style-type: none"> <li>Layout and implementation of the various settings for testing, evaluation and/or assessment.</li> </ul>							
124	<ul style="list-style-type: none"> <li>test criteria to evaluate competence achievement.</li> </ul>							
125	<ul style="list-style-type: none"> <li>reflection on quality evaluation and assurance of testing design.</li> </ul>							
126	Quality evaluation and assurance (PDCA or Deming cycle)							

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					Red 	Blue 	Green 	
	<ul style="list-style-type: none"> <li>Measures to evaluate quality of the educational concepts and the implementation</li> </ul>							
127	<ul style="list-style-type: none"> <li>Planned and regular reflection</li> </ul>							
128	<ul style="list-style-type: none"> <li>Continuous improvement of the concepts</li> </ul>							
130	<b>Public Relations</b> Services offered <ul style="list-style-type: none"> <li>All offers of the trainer (coaching / schooling) are advertised in places open to the public.</li> </ul>							
131	<ul style="list-style-type: none"> <li>All elements noted in the Code of Ethics (see Quality Assurance System document) are readily accessible (without prior contact, e.g. via contact form or email) and formulated in a comprehensible manner.</li> </ul>							
132	<ul style="list-style-type: none"> <li>General terms and conditions are publicly available. They are in accordance with the usual business practices of the country or culture. They</li> </ul>							

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					Red 	Blue 	Green 	
	include instructions on contract termination and ombudsperson service for dispute resolution.							
133	<b>Public Appearance</b> helps to bring respect and honor to the IANLP and to the practice of NLP in general. <ul style="list-style-type: none"> <li>• Statements about the own person and the services offered are factual. In particular, no promises are made regarding the effectiveness of the services offered.</li> </ul>							
134	<ul style="list-style-type: none"> <li>• Considerate respectful language is being used.</li> </ul>							
135	<ul style="list-style-type: none"> <li>• Other persons and competitors and their offers are spoken about respectfully and appreciatively (no derogatory language; at most neutrally,).</li> </ul>							
140	<b>Confidentiality</b> <ul style="list-style-type: none"> <li>• Learning measures (support, termination) are exclusively communicated directly to the person</li> </ul>							

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					Red 	Blue 	Green 	
	concerned (student). Interested third parties get no information other than that an action has been taken and the nature of this action. For detailed information third parties are referred to the person concerned (student).							
141	<ul style="list-style-type: none"> <li>Personal data of students, employees and/or coachees should be stored in such a way that only authorized persons have access.</li> </ul>							
142	<ul style="list-style-type: none"> <li>Written and/or verbal examples of experiences and metaphors to illustrate methods and procedures may be used only either (1) with involved persons' explicit permission or (2) in a form that preserves the anonymity of persons involved/mentioned.</li> </ul>							
143	<ul style="list-style-type: none"> <li>Personal content of students and coachees is safeguarded. All participants are advised that all personal content is confidential</li> </ul>							

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					Red 	Blue 	Green 	
	and must remain within the school setting. Personal content will not be shared and/or discussed outside of the classroom and/or the electronic setting.							
150	<b>Learning support for students / Termination of schooling</b> <ul style="list-style-type: none"> <li>A written procedure of how and when learning support shall be provided.</li> </ul>							
151	<ul style="list-style-type: none"> <li>Proposed learning measures are chunked-down to specific instructions on what ought to be learned and which are the evaluation criteria for competence fulfillment.</li> </ul>							
152	<ul style="list-style-type: none"> <li>There is written documentation for each early termination.</li> </ul>							
153	<ul style="list-style-type: none"> <li>The documentation for early termination includes a justification that has been submitted to the student. This justification is written in such a way</li> </ul>							

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					Red 	Blue 	Green 	
	that at least an educational professional can reconstruct the reason for termination.							
154	<ul style="list-style-type: none"> <li>Early termination includes information on appeal options.</li> </ul>							
155	<ul style="list-style-type: none"> <li>Learning measures (including any early termination) are documented in the student's personal data within the institution.</li> </ul>							
160	<b>Continuing Education / Continuing Learning</b> <ul style="list-style-type: none"> <li>100 hours continuing education over the course of 5 years</li> </ul>							
161	<ul style="list-style-type: none"> <li>of which at least 50 hours with external training providers.</li> </ul>							
162	This requirement is to be reduced as follows <ul style="list-style-type: none"> <li>After 10 years of professional experience: 50 hours of which 30 with external provider.</li> </ul>							
163	<ul style="list-style-type: none"> <li>After 20 years of professional experience: 50 hours internal</li> </ul>							



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					Red <span style="color: red;">●</span>	Blue <span style="color: blue;">●</span>	Green <span style="color: green;">●</span>	
	and/or external continuing learning time.							
170	<b>Evaluation and Feedback from Customers (students, coachees)</b> <ul style="list-style-type: none"> <li>FMTs systematically and regularly evaluate their service processes (schooling, coaching) in regards to satisfaction, achievement of objectives, efficiency, process and sustainability through selected and/or summarized feedback from the clients.</li> </ul>							
171	<ul style="list-style-type: none"> <li>Neither the staff of the IANLP nor the persons involved in this quality assurance process are aware of any justified complaints that could not be handled satisfactorily.</li> </ul>							
180	<b>Reflection on one's own professional conduct (self-reflection)</b> <ul style="list-style-type: none"> <li>An average of 10 hours of intervision or 5 hours of individual supervision per year.</li> </ul>							

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181	<ul style="list-style-type: none"> <li>5 documented learning processes (incident, reflection, measures, results).</li> </ul>							

Additional comments / remarks:

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The undersigned persons do confirm that the QDM took place in accordance with the regulations and that this report was prepared based on best professional practice.

**Fellow Member Trainer (FMT) filing this report:**

Firstname, Name: .....

Date: .....

Signature:  
.....

I confirmed that this report represents the real state of affairs and endorse the renewal of the license.

**Evaluating Partner 1:**

Firstname, Name: .....

Date: .....

Signature:  
.....

I confirmed that this report represents the real state of affairs and endorse the renewal of the license.

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